

WASHINGTON TOWNSHIP BOARD OF EDUCATION

REGULAR MEETING

Monday, December 12, 2022

7:30 P.M.

Minutes of December 12, 2022

Call to order by President

Time: 7:31 p.m.

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Washington Township Board of Education has caused notice of this meeting to be emailed on January 13, 2022, to the Express Times and to the Clerk of Washington Township.

Members in attendance: Edward Kemp, Vice-President, Jennifer Knittel, Nick Riess (7:47 pm virtual), Patrick Rock and Karen Graf, President. In addition, Keith Neuhs, Superintendent, Jean Flynn, Business Administrator and Jessica McDonagh, Principal.

Members absent: Kristopher Eisner and Kimberley Morris

Flag Salute:

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the minutes of November 7, 2022, as presented. MV: all voting yes, Rock abstained, motion carried.

B. PUBLIC QUESTIONS & DISCUSSIONS (Agenda Items) - None

The public may speak for three (3) minutes on agenda items unless they have requested to be on the agenda.

C. SECRETARY'S REPORT

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the Student Activity and Cafeteria Account Reports, as presented. MV: all voting yes, motion carried.

Motion by Patrick Rock, seconded by Edward Kemp, to approve the line item transfers, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Edward Kemp, seconded by Patrick Rock, to approve the Bills List for November 2022. MV: all voting yes, Kemp abstained, motion carried.

Motion by Jennifer Knittel, seconded by Patrick Rock, to approve the Board Secretary's and Cash Reports for the month ending October 31, 2022, as presented. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

BE IT RESOLVED that the Washington Township Board Secretary, pursuant to N.J.A.C. 6A:23A-16, 10(c) 3, does hereby certify that as of the date of these reports, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A: 23A-16.10 (a);

BE IT FURTHER RESOLVED that the Superintendent recommends that the Washington Township Board of Education accept the monthly financial reports of the Secretary and further recommends, in compliance with N.J.A.C. 6A: 23A-16.10 (c) 4, that the Board of Education Certifies that no major account has been overexpended in violation of N.J.A.C. 6A: 23A-16.10 (b), and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the year.

Motion by Jennifer Knittel, seconded by Patrick Rock, to adopt the following Resolution to Withdraw Maintenance Reserves, as follows, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

WHEREAS, NJSA 6A:23A-14.2(d) permits a Board of Education to withdraw such funds from the maintenance reserve account and appropriate into the required maintenance account lines at budget times or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4.

WHEREAS, the aforementioned statutes authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district's Maintenance Reserve Account any time during the year by resolution, and

WHEREAS, the Washington Township Board of Education is desirous to withdraw funds from the Maintenance Reserve Account and appropriate said funds into the required maintenance account line in the general fund for the following:

\$7,195.00 - Port Colden Heating Circulation Pump Replacement
 \$2,155.00 - Port Colden Water Valve Replacement
 \$5,000.00 - Brass Castle and Port Colden Unforeseen Plumbing Issues (Urinal and Toilet Replacement)
 \$30,000.00 - Port Colden Old Schoolhouse Exterior Wood Restoration and Painting

WHEREAS, according to 6A:23A-14.2E, the Washington Township Board of Education shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the following resolution, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

A RESOLUTION BINDING THE WASHINGTON TOWNSHIP BOARD OF EDUCATION
 TO PURCHASE ELECTRIC GENERATION SERVICES
 THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES ("ACES") Bid
 Cooperative Pricing System ID#E8801-ACESCPS

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* ("EDECA") and the regulations promulgated thereunder; and

WHEREAS, the Washington Township Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2028 hereinafter referred to as "Effective Period") issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

Motion by Patrick Rock, seconded by Jennifer Knittel, to approve the following resolution, as recommended by the Superintendent, RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

A RESOLUTION BINDING THE WASHINGTON TOWNSHIP BOARD OF EDUCATION
TO PURCHASE NATURAL GAS SERVICES
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES ("ACES") Bid
Cooperative Pricing System ID#E8801-ACESCPS

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* ("EDECA") and the regulations promulgated thereunder; and

WHEREAS, the Washington Township Board of Education, a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2028, hereinafter referred to as "Effective Period") issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and

WHEREAS, the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and

WHEREAS, the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead

Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

D. SUPERINTENDENT'S REPORT

Motion by Edward Kemp, seconded by Patrick Rock, to accept, with regret, the resignation for retirement of Susan Motzenbecker, Teacher, effective June 30, 2023, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve Melanie Ward, as a substitute teacher, salary to be substitute rate \$100/per diem, upon completion of employment requirements, effective on or about December 10, 2022, as recommended by the Superintendent. RCV: Kemp, Knittel, Rock and Graf, all voting yes, motion carried.

Nick Riess arrived virtual 7:47 p.m.

Motion by Jennifer Knittel, seconded by Patrick Rock, to approve Melanie Ward, as a Special Education Teacher, Brass Castle School, Step 1 BA salary to be \$51,975 (prorated), upon completion of employment requirements, on or about January 2, 2023, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes,

Motion by Edward Kemp, seconded by Patrick Rock, to approve a New Jersey Statewide minimum wage increase to \$14.13/hr., for the following staff, effective January 1, 2023, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes,

Janeen Bitecola	Jeanne Hepp
Katie Faitoute	Sydney Quackenbush

Motion by Patrick Rock, seconded by Edward Kemp, to approve the following substitutes for the 2022-2023 school year, pending completion of employment requirements, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Patricia Bell	Teacher/Paraprofessional
Anthony Quaglia	Teacher/Paraprofessional

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the out-of-district in-service experiences, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Staff/Board Member	Type of Travel/Workshop	Registration Fee	Date	Mileage	Parking	Tolls	Meals	Lodging
Amybeth Kupcha	Bureau of Education (BER) Live Online Seminar	\$279.00	01/26/2023	N/A	N/A	N/A	N/A	N/A

Motion by Patrick Rock, seconded by Edward Kemp, to approve the following field trips for the 2022-2023 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

(All students will be transported in school buses unless their destination is New York City, Philadelphia or beyond 50 miles or otherwise noted. Parents/guardians are responsible for all fees and transportation costs).

Grade	Destination
5	Raritan Valley Community College Planetarium, Branchburg, NJ
6	Pax Amicus Castle Theatre, Budd Lake, NJ

G & T Enrichment Experiences

(The Board of Education will pay the transportation costs of the following trips :)

Grade	Event	Destination
3	Math-O-Magicians	Rutherford Hall, Allamuchy, NJ
3 & 4	Battle of the Books	Knowlton Twp. Elementary School, Delaware, NJ
3 & 4	Phabulous Physics	Allamuchy School, Allamuchy, NJ
5 & 6	Spelling Bee	Phillipsburg Middle School, Phillipsburg, NJ
4,5 & 6	Chess	Rutherford Hall, Allamuchy, NJ
5	Strategic Thinking	Washington Borough Memorial School, Washington, NJ
5 & 6	Battle of the Books	Great Meadows School, Great Meadows, NJ
5 & 6	Debate	North Warren regional MS, Blairstown, NJ
5 & 6	Robotics	Harmony Township School, Phillipsburg, NJ
6	Convocation	Villa Roller Rink, Franklin, NJ

Motion by Edward Kemp, seconded by Patrick Rock, to approve the following clubs for the 2022-23 school year, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Club	Sponsor	Grade	# Students	Sessions
4 th Grade Enrichment ELA	Mahon	4	10-15	25
Grade Enrichment Math	Mahon	4	10-15	25
Blue & White Band	Schepis	5-6	35	20
BC Jazz Band	Schepis	4-6	10	15
Golf Club	Schepis	4-6	20	16
Robotics	Drevitch/Galoppo/Mahon(sub)	5-6	20-32	16
Yoga Mindfulness	Schepis	4-5	15	8
Yoga Mindfulness	Schepis	6	15	7

Motion by Patrick Rock, seconded by Jennifer Knittel, to approve Christopher Galoppo, Warren Hills, Gr. 11 student, as an afterschool Robotics Club volunteer, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Patrick Rock, seconded by Edward Kemp, to approve the submission of the certification for FY2023 Emergent and Capital Maintenance Needs Funds, in the amount of \$8,988, (funds to be used towards the Port Colden School exhaust fans and damper actuators replacement project), as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to approve the submission of the 2023 ESEA Amendment 1 (Amendment 1 carry-over 2021-2022 of \$692.00), as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Patrick Rock, seconded by Jennifer Knittel, to accept the ExxonMobil Volunteer Grant, in the amount of \$2,000, on behalf of ExxonMobil volunteer, Fred Graf, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

E. PRINCIPALS' REPORT

F. CORRESPONDENCE

- Letter from Susan Motzenbecker
- Update to Uniform State Memorandum of Agreement (MOA)

G. COMMITTEE REPORTS

Education: None

Facilities: None

Motion by Edward Kemp, seconded by Patrick Rock, to accept the following quotes to furnish and install heating system recirculating pump at Port Colden School, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Iron Mountain Mechanical, LLC	\$7,195
Mechanical Preservation Associates	\$7,700
Sander Mechanical Service	\$7,663

Motion by Patrick Rock, seconded by Edward Kemp, to award the contract to and install heating system recirculating pump at Port Colden School, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Iron Mountain Mechanical, LLC	\$7,195
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Motion by Jennifer Knittel, seconded by Patrick Rock, to accept the following proposals for the Port Colden Old Schoolhouse Exterior Wood Restoration and Painting Project, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Brian K. Weiss	Charles Mann General Contracting	Gordon Bennett Painting, Inc.
\$42,000	\$62,000	\$89,100

Motion by Edward Kemp, seconded by Patrick Rock, to approve the following proposal for the Port Colden Old Schoolhouse Exterior Wood Restoration and Painting Project, pending receipt of required document, (use Municipal and Charitable Conservancy Trust funds and matching funds), as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Brian K. Weiss	\$42,000
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Motion by Jennifer Knittel, seconded by Edward Kemp, to accept the following quotes to remove and replace 20 exhaust fans and damper actuators in classrooms at Port Colden School, funded by FY2023 Emergent and Capital Maintenance Needs Fund and the unspent allowance in the Port Colden HVAC renovation, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

PDM Group	\$20,186
Edward R. Woods & Company	\$23, 865
Lulo Electric, LLC	No Quote

Motion by Patrick Rock, seconded by Jennifer Knittel, to award the contract to remove and replace 20 exhaust fans and damper actuators in classrooms at Port Colden School, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

PDM Group	\$20,186
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Finance & Policy:

Motion by Edward Kemp, seconded by Jennifer Knittel, to approve the 2nd reading and adoption of the following bylaws, policies and regulations, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

- B 0163 Quorum (bylaw)
- P 1511 Board of Education Website Accessibility
- P 2415 Every Student Succeeds Act
- P 2461 Special Education/Receiving Schools
- R 2461.06 Special Education/Receiving Schools Appropriately Certified and Licensed Staff
- R 2461.09 Special Education/Receiving Schools-Statewide and District-Wide Assessment Programs
- R 2461.10 Special Education/Receiving Schools-Full Educational Opportunity
- R 2461.12 Special Education/Receiving Schools-Length of School Day and Academic Year
- P 3270 Professional Responsibilities
- P & R 5513 Care of School Property
- P 5722 Student Journalism

Personnel: None

H. PUBLIC QUESTIONS AND DISCUSSION - old and/or new business (The public may speak for three (3) minutes on non-agenda items, unless they have requested to be on the agenda.) - None

I. EXECUTIVE SESSION - if required as indicated in items a & b below.

Motion by Jennifer Knittel, seconded by Edward Kemp, the Board of Education of the Washington Township School District in the County of Warren will adjourn into a closed meeting to discuss the item (s) which falls within an exception of our open meetings policy and permits the Board to have a private discussion, since it deals with specific exceptions contained in N.J.S.A. 10:4-12 b.

- a. Matters rendered confidential by Federal Law, State Law, or Court Rule
- b. Individual privacy
- c. Collective bargaining agreements
- d. Purchase or lease of real property if public interest could be adversely affected
- e. Investment of public funds if public interest could be adversely affected
- f. Tactics or techniques utilized in protecting public safety and property
- g. Pending or anticipated litigation
- h. Attorney-client privilege
- i. Personnel – employment matters affecting a specific prospective or current employee

Be it resolved that the Board will now go into private session to discuss matters rendered confidential by Federal Law, State Law, or Court Rule and Individual privacy. Any discussion held by the Board, which need not remain confidential, will be made public as soon as practical. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. All appropriate persons, who may be discussed in private session, have been adequately notified.

MV: unanimous, motion carried Time: 8:01 p.m.

Motion by Patrick Rock, seconded by Edward Kemp, to return to open session.

MV: unanimous, motion carried Time: 8:13 p.m.

Motion by Patrick Rock, seconded by Edward Kemp, to accept HIB incident #BC110322, as recommended by the Superintendent. RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

Motion by Jennifer Knittel, seconded by Edward Kemp, to accept HIB incident #BC110922, as recommended by the Superintendent RCV: Kemp, Knittel, Riess, Rock and Graf, all voting yes, motion carried.

J. ADJOURNMENT

Motion by Edward Kemp, seconded by Jennifer Knittel, to adjourn.

MV: unanimous, motion carried Time: 8:19 p.m.

Respectfully submitted,

Jean Flynn, Business Administrator/Board Secretary