

**RED BANK REGIONAL HIGH SCHOOL
101 RIDGE ROAD
LITTLE SILVER, NEW JERSEY
RETREAT/REGULAR MEETING MINUTES
JUNE 23, 2010**

NOTICE OF MONTHLY MEETING

The Red Bank Regional High School Board of Education will hold the annual Board Retreat on Wednesday, June 23, 2010, at 5:00 p.m., in the board meeting room of the administration building, 101 Ridge Road, Little Silver, New Jersey. The retreat will be followed by the regular board meeting.

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

“Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed by resolution adopted April 28, 2010. Notice of this meeting was published in the Asbury Park Press. Copies of the agenda for this meeting were also forwarded to the Borough Halls of Little Silver, Red Bank and Shrewsbury for posting.”

ROLL CALL OF MEMBERS

Roll call was taken and the following Board members were present:

Mrs. Ann Ciabattoni
Mrs. Emily Doherty
Mr. John Garofalo
Mrs. Lisa Gilmour
Mr. Ronald S. Horton
Mr. Michael Megill
Mr. Frank Neary
Mr. Raymond Costa (arrived 7:30 p.m.)
Mr. Randy Mendelson (arrived 8:00 p.m.)

Also in attendance were:

Dr. Howard Lucks	Superintendent
Christina Galvao	Business Administrator/Board Secretary
Risa Clay	Principal
Athena Cornell.	Attorney (7:30 p.m.)

BOARD RETREAT – 5:00 P.M.

Mr. Costa arrived at 7:30 p.m.

EXECUTIVE SESSION – 7:30 P.M.

Motion by Mrs. Doherty, seconded by Mr. Neary that this Board of Education, Red Bank Regional High School, enter into executive session for discussion of personnel, student issues, as well as other matters which require attorney/client privilege. The outcome of such discussions will be made public at the appropriate time.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Horton, Mr. Megill, and Mr. Neary; absent: Mr. Mendelson

Results: ayes: 8; absent: 1; unanimously carried.

Time being: 7:30 p.m.

OPEN SESSION – 8:30 P.M.

Motion by Mr. Neary, seconded by Mrs. Doherty that the Board of Education go to open session.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Horton, Mr. Megill, and Mr. Neary; absent: Mr. Mendelson

Results: ayes: 8; absent: 1; unanimously carried.

Time being: 8:30 p.m.

Mr. Mendelson arrived at 8:30 p.m.

PLEDGE OF ALLEGIANCE

1.0 PUBLIC COMMENT ON AGENDA ITEMS (Board Policy #9322)

PRESENTATIONS

- MSP Grant (Math and Science Partnership) with Kean University – Mrs. Clay presented.
- Red Bank Regional Education Foundation – Vision for the Future – Stu Tartorone and Paul Noglows presented.
- Red Bank Regional Summer Professional Development – Mrs. Clay
- AP/IB Weighting – Tabled until next meeting.

COMMENDATIONS

- Will Cohen was recognized for achievements in Special Olympics.

2.0 SUPERINTENDENT’S REPORT

Motion by Mr. Neary, seconded by Mr. Horton that the Board of Education approves the following items – 2.1-2.10 (Roll Call Vote).

PERSONNEL

2.1 Summer School 2010 (Additions)

That the Board of Education approves additions to the School Staff 2010 list (see attached). (excluding IB/AP – hold for July)

2.2 Summer 2010 Professional Development

That the Board of Education approve staff for summer professional development at the rate of \$18.00 per hour from August 16–20, 2010 (see attached).

2.3 Professional Consultants List 2010-2011 School Year

That the Board of Education approve Professional Consultants for the 2010-2011 school year:

<i>Sandra Fields Kuhn</i> 223 Monmouth Rd., W. Long Branch, NJ 07764 Auditory Processing Evals - \$200	<i>Tender Touch Occupational Therapy</i> 1 Bethany Rd. – Suite 64 Hazelet, NJ 07730 Meghan Fogarty - \$90 per hour
<i>Dorothy Pietrucha, MD</i> 1944 Route 33, Suite 102 Neptune, NJ 07753 Neurological Evals: \$175	<i>Pat Dunphy, PT LLC</i> 12 Tindall Rd. Middletown, NJ 07748 Physical Therapy \$100 per hr.
<i>Lori A. Wanner, OTR/L</i> 607 Auth Ave. Oakhurst, NJ 07755 Occupational Therapy- \$75 per 30 min. session, \$100 day	<i>TLS – Translation Services</i> 69 Broad St. Red Bank, NJ 07701 \$125 per hr., 2 hr. min.
<i>Advance Psychiatric Care, PA</i> Dr. Iolfin 2517 Hwy 35, Bldg. H, Suite 201 Manasquan, NJ 08736 Risk Assessments - \$250	<i>Mike Marotta, ATP</i> Assistive Technology Services CP of NJ 1005 Whitehead Rd., Suite 1 Ewing, NJ 08630 \$1,000 per evaluation
<i>Jewish Vocational Service</i> 111 Prospect St. E. Orange, NJ 07017 \$850 per evaluation	<i>Marc Seidenstein, Bilingual LDTC</i> 302 Wellington Pl Matawan, NJ 07747 \$500
<i>Emily-Hodges Donato</i> Bilingual Psychologist 4446 Sayre Dr. Princeton, NJ 08540 \$475 per evaluation	<i>Angela Tricarico, Bilingual Social Worker</i> 260 Prospect St. – Apt. 6 Westfield, NJ 07090 \$450

2.4 Family Leave Requests

That the Board of Education approve family leave request of *Tracey Johnson*, Instructional Aide/Job Coach, from October 4, 2010 through January 2, 2011 (see attached).

2.5 Summer Program Approvals

That the Board of Education approve Summer Programs and staff as follows (see attached):

- **Summer Slam Program** July 6th –July 30th, 8:30am-12:30pm. (see attached).
- **E.L.L. Writing Program** July 6th –July 30th, 8:30am-12:30pm. (see attached).
- **Summer Team Camps** (funded with Team Camp Funds)

<i>Scott Martin</i>	30 hours	@ \$18.00	\$540
<i>Mike Canning</i>	15 hours	@ \$18.00	\$270
<i>Ryan Kulat</i>	15 hours	@ \$18.00	\$270
Scoreboard operations	2	@ \$150	\$300
<i>William Sanbor</i>	1	@ \$270	\$120
<i>Matt Pebol</i>			
<i>Aaron Traver</i>			
<i>James Young</i>	40 hours	@ \$18.00	\$720

2.6 Electronic Violence & Vandalism Extra-Work/Extra-Pay

That the Board of Education approve *Vanna Acuna* to work on the Electronic Violence and Vandalism data input for extra-work/extra-pay at her hourly rate of pay.

2.7 Vacation Carryover Approval

That the Board of Education approve the request of Vacation Carryover for the following staff

- *Vanna Acuna*, ELL Outreach Worker, to carryover five vacation days from the 2009-2010 school year (see attached).
- *John Daniels*, Technology Director, to carryover five vacation days from the 2009-2010 school year per contract

2.8 Abolish School Social Worker Position (Source)

That the Board of Education approve to abolish School Social Worker position effective at the end of 2009-2010 school year, June 30, 2010.

2.9 School-Based Youth Services Department Coordinator Approval

That the Board of Education approve *Suzanne Keller*, as School-Based Youth Services Department Coordinator effective July 1, 2010 at the salary of \$65,000.

2.10 Social Studies Teachers Approval

A. That the Board of Education approve *April Chichelo*, as Social Studies Teacher effective September 1, 2010 at the salary of \$46,175 (BA15-1).

B. That the Board of Education approve *Nicholas Tucker*, as Social Studies Teacher effective September 1, 2010 at the salary of \$49,075 (MA-1).

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Horton, Mr. Megill, and Mr. Neary; absent: Mr. Mendelson

Results: ayes: 9; unanimously carried.

EXECUTIVE SESSION – 9:16 P.M.

Motion by Mrs. Doherty, seconded by Mr. Horton that this Board of Education, Red Bank Regional High School, enter into executive session for discussion of personnel, student issues, as well as other matters which require attorney/client privilege. The outcome of such discussions will be made public at the appropriate time.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Horton, Mr. Megill, Mr. Mendelson and Mr. Neary

Results: ayes: 9; unanimously carried.

Time being: 9:16 p.m.

OPEN SESSION – 9:30 P.M.

Motion by Mrs. Doherty seconded by Mr. Horton that the Board of Education go to open session.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Horton, Mr. Megill, Mr. Mendelson and Mr. Neary

Results: ayes: 9; unanimously carried.

Time being: 9:30 p.m.

2.0 SUPERINTENDENT'S REPORT

Motion by Mr. Neary, seconded by Mr. Horton that the Board of Education approves the following items – 2.11-2.28 (Roll Call Vote).

2.11 English Teacher Approval

That the Board of Education approve Sean Hickey as an English Teacher effective September 1, 2010 at the salary of \$49,075 – MA-1.

2.12 Assistant Principal Approval

That the Board of Education approve William Smith as Assistant Principal effective July 1, 2010 at the annual salary of \$118,500.

2.13 English Language Learner Coordinator (NCLB Grant Funded)

That the Board of Education approve Rose Powers as English Language Learning Coordinator effective July 1, 2010 at stipend position of \$5,000.

2.14 Supervisor

A. That the Board of Education approve Robert Donohoe as Supervisor/SLC Coordinator (Partial Pay – SLC Grant) effective July 1, 2010 at annual salary of \$98,855.

B. That the Board of Education approve Alan Choback as Supervisor/Dean of

Students effective July 1, 2010 at annual salary of \$102,507.

2.15 Graduate Tuition Reimbursement Approval

That the Board of Education approve tuition reimbursement for the following staff members, under the provisions of the RBREA contract:

- *Jeff Mauro*, English Teacher for 6 credits taken at Nova Southeastern University
- *Rose Powers*, ESL Teacher, for 9 credits taken at The College of NJ
- *Louis Villano*, Business Education Teacher—for 6 credits taken at Nova Southeastern University

2.16 Rescind Approved Graduate Tuition

That the Board of Education rescind previously approved tuition reimbursement for the following staff member, under the provisions of the RBREA contract (exceeded limit of 12 credits per year).

- *Jennifer Valentino*, Mathematics Teacher for 9 credits taken at Monmouth University

2.17 Retirement Approvals

That the Board of Education approve the following retirements:

- *Margaret Leonard* Clerk Typist July 1, 2010
- *John Young* Hall Aide February 28, 2011

2.18 CPR Coaches Certification Approval

That the Board of Education approve CPR Coaches certification at the Rate of \$75.00 for the following Teacher/Coaches:

- *Nicholas Ciambrone*
- *Christina Emrich*
- *Scott Ferris*
- *Kim Homefield*

2.19 Coaches List 2010-2011 Approvals

That the Board of Education approve the Coaches List 2010-2011 (see attached).

2.20 Extra-Work/Extra-Pay Activities Advisors 2010-2011 List

That the Board of Education approve the Extra-Work/Extra-Pay Activities Advisors List 2010-2011 (see attached).

2.21 Extra-Work/Extra-Pay Activities Advisors 2009-2010 List Revisions

That the Board of Education approve the Extra-Work/Extra-Pay Activities

Advisors List 2009-2010 revisions (see attached).

2.22 Clerical Staff Reorganization Approval

That the Board of Education approve the following clerical staff reorganization effective July 1, 2010:

A. <i>Margaret Kirk</i>	Math/Science/Voc.Tech./Bus. 10 month/full-time	\$31,246 (Group 3-12)
B. <i>Ann Hansen</i>	Guidance Dept. 12 month/full-time	\$45,565 (Group 4-14)
C. <i>Linda Schiafone</i>	Source/Guidance/Child Study Team 10 month/full-time	\$29,032 (Group 2-11)
D. <i>Josephine Suarez</i>	Health Office	\$33,220 (Group 2-14)

2.23 Curriculum Writing 2010

That the Board of Education approve Curriculum Writing 2010 (see attached).

OPERATIONAL

2.24 Mathematics and Science Partnership Program Grant Approval

That the Board of Education approve the Mathematics and Science Partnership Program Grant (see attached).

2.25 QSAC District Improvement Plan (DIP) Approval

That the Board of Education approve the QSAC District Improvement Plan (see attached).

2.26 Emergency Drill Approvals

That the Board of Education approve emergency drills as follows (see attached).

- Bus Emergency Evacuation Drill
- School Fire Drill

2.27 Professional Develop Plan 2010-2011 Approval

That the Board of Education approve the 2010-2011 Professional Development Plan (see attached).

SPECIAL EDUCATION

2.28 SPECIAL EDUCATION Out-of-District Placement 2010-2011 School Year (Addition)

Recommended that the Board of Education approve an addition to the out of district placements upon the recommendation of the Child Study Team/Guidance Dept:

<u>Student ID#</u>	<u>DOB</u>	<u>Class.</u>	<u>Placement</u>	<u>Tuition</u>	<u>Date</u>
21154	01/03/93		CLASS Academy	\$5,500	9/7/10

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo(**abstain 2.18**), Mrs. Gilmour, Mr. Horton, Mr. Megill, Mr. Mendelson and Mr. Neary
Results: ayes: 9; unanimously carried.

3.0 COMMUNICATIONS - None

4.0 MINUTES/COMMITTEE REPORTS:

4.1 Minutes of June 2, 2010

Motion by Mr. Megill, seconded by Mrs. Doherty that the Board of Education approve the minutes of the meeting held on June 2, 2010.

Voice Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mr. Horton, Mr. Megill, Mr. Mendelson and Mr. Neary; abstain: Mrs. Gilmour

Results: ayes: 8; abstain: 1; unanimously carried.

5.0 FINANCE

Motion by Mrs. Doherty, seconded by Mr. Horton that the Board of Education approve items 5.1 thru 5.12.

5.1 Payment of Bills

Recommended that the Board of Education approve the following:

RESOLVED: That the Red Bank Regional High School Board of Education approves the attached list of bills for payment for the period ending Wednesday, June 23, 2010, in the following appropriation accounts:

Fund	Description	Amount
11	General Current Expense	\$ 670,018.90
12	Capital Outlay	\$
13	Special Schools	\$ 740.00
20	Special Revenue	\$ 60,191.68
30	Capital Projects	\$
	Total Expenditures	\$ 730,950.58

5.2 End of Year Bill List

Recommended that the Board of Education authorize Mrs. Galvao, School Business Administrator/Board Secretary, to prepare a supplemental bill list on June 30, 2010, to pay any outstanding invoices for the 2009-2010 school year to be approved at the next Board meeting.

5.3 Capital Reserve Deposit

Recommended that the Board of Education approve appropriating \$150,000 of anticipated excess fund balance from the 2009-2010 School Budget into the district's Capital Reserve Fund for Long Range Facility Plan projects.

5.4 Parental Transportation Contracts – 2010-2011

Recommended that the Board of Education approve the following parental transportation contracts for July 2010 through June 2011:

David & Samantha Viscomi in the amount of \$16,741.00 to transport their child every school day to Schroth School, 1701 Kneeleay Boulevard, Wanamassa, NJ 07712 during the 2010-2011 school year.

TABLED

Charles & Linda Jones in the amount of _____ to transport their child every school day to Red Bank Regional High School during the 2010-2011 school year.

5.5 Non-Resident Tuition Contracts –ESY 2010

Recommended that the Red Bank Regional High School Board of Education approves 2010 Extended School Year tuition contracts with the following Boards of Education for the number of students listed for Special Education.

Sending District	Tuition Charge
Wall Twp	\$5,666.88 (includes one to one aide) Level 3 tuition

5.6 Technology Plan 2010-2013

Recommended that the Red Bank Regional High School Board of Education approve the submission of the district's three year Technology Plan to the County Office of the Department of Education for review and approval.

5.7 Athletic Stipends (Shore Conference Fees) 2010-2011

Recommended that the Board of Education approve the following:

RESOLVED: That the Red Bank Regional High School Board of Education approve non-contractual athletic extra work stipends, per event, for the 2010-2011 school year as recommended by the Shore Conference Committee:

<u>Stipend</u>	<u>Position</u>
51.00	Tickets Cashier Football
46.00	Tickets Cashier
46.00	Ticket Taker
53.00	Security Football/Basketball/Wrestling
33.00	Security Field Hockey/Soccer/Other
50.00	Substitute Coach
36.00	Scoreboard/Clock Basketball/Wrestling
77.00	Scoreboard/Clock Football
40.00	Scoreboard/Clock Ice Hockey
79.00	Official Football
74.00	Official Soccer
71.00	Official Field Hockey
83.00	Official Lacrosse
66.00	Official Cross County
TBD	Official Volleyball
77.00(67/3)	Official Basketball
75.00	Official Wrestling
82.00	Official Ice Hockey
71.00 single	Official Swimming
81.00 double	Official Swimming
76.00	Official Baseball
72.00	Official Softball
58.00	Official All Sub Varsity Games
68.00 (2 teams)	Carded Official Track
55.00	Videotaping
50.00	Announcer (Football)
40.00	Announcer (All others)
TBD	Police

Official reports for game and game is postponed before starting: subvarsity fee

Game is postponed after starting: Full Rate

5.8 Use of Facilities

Recommend that the Board of Education approve the following use of facilities application.

- Quick Stix – Field Hockey Field August 2 – 6, 2010
Private Field Hockey Camp Monday – Friday
9:00 am-1:00 pm or 10:00 am-2:00 pm

5.9 Public Bidding Threshold Adjustment

WHEREAS, 18A-18A-3(b) adjusts the bid threshold for contracting units governed by Public School Contracts Law from \$21,000 to \$26,000 on July 1, 2010; and

WHEREAS, contracting units that have appointed a Qualified Purchasing Agent have their maximum bid threshold increased from \$29,000 to \$36,000; and

WHEREAS, the district’s School Business Administrator, Christina M. Galvao, is a Qualified Purchasing Agent pursuant to N.J.S.A. 40A:11-9(b); and

WHEREAS, 18A:18A-37(a) provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution;

NOW, THEREFORE BE IT RESOLVED, that Christina M. Galvao is hereby authorized to award contracts on behalf of the Red Bank Regional Board of Education that are in the aggregate less than 15% of the bid threshold (\$5,400) without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that Christina M. Galvao is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Red Bank Regional Board of Education when contracts in the aggregate exceed 15% of the bid threshold (\$5,400) but are less than the bid threshold of \$36,000.

5.10 Field Trips

That the Board of Education approve *additional* field trips for the 2009-2010 school year.

Date:	July, 16, 2010
Leave:	8:30 am
Return:	2:00 pm
Group:	Summer Slam
Purpose:	Trip
Destination:	Discovery Times Square Exposition, NYC, NY
Teacher:	John DeBarberie
Student # Chaperone #	44 students – 3 chaperone
Transportation Cost:	\$875.00 (SBYSP Grant)

5.11 Food Service Management Contract

Recommended that the Board of Education approve the following contract:

BE IT RESOLVED, that the Red Bank Regional High School Board of Education approve the Contract for Cafeteria Services for the period of July 1, 2010 through June 30, 2011 to Compass Group USA, Inc. by and through its Chartwells Division based on the following proposal:

Administrative Fee: \$4,356.00 per month for 10 months during the academic year.

Management Fee: Fee per meal and meal equivalents will be \$.06

Computing Meals: Meal equivalent of \$1.00 per a-la-carte sales

Guarantee Return:

Chartwells guarantees that the return to the LEA from the Food Service Program for the school year will be fifteen thousand dollars (\$10,000.00). If the annual operating statement shows a return less than \$10,000.00, Chartwells will reduce its Management Fee by the difference between the actual and the guaranteed amount, but in no event shall the reimbursement obligation exceed the amount of Chartwells Management Fee, as set forth above. The Guaranteed Return is based on the following conditions and assumptions remaining in effect for the school year.

Conditions:

1. Reimbursement rates for NSLP and SBP meals will not be less than the rates estimated in Chartwells' proposal.
2. The value of government-donated commodities and/or cash in lieu thereof will not be less than the value of government-donated commodities and/or cash in lieu thereof estimated in Chartwells' proposal.
3. The number of days meals are served during the school year will not be less than 167.
4. The number of serving periods, locations, serving times and types of service will not change materially.
5. The student enrollment for the term of the agreement will not be less than 1,004 students.
6. The level of wages, salaries and fringe benefits will not exceed those included in Chartwells' proposal.
7. The actual costs charged to the Food Service budget by the District shall not exceed the projected operating expenses as set forth in Chartwells' proposal.
8. The selling prices of Menu Pattern Meals and a la carte selections will not be less than those included in the proposal.
9. Service will not be interrupted as a result of fire, work stoppage, strike or school closing.
10. The District and its representatives including but not limited to, school principals, teachers and District employees shall fully cooperate with Chartwells in the implementation of the Food Service Program. The District shall fully cooperate with Chartwells to limit the expansion of competitive food sales in

order to maximize the gross receipts and other non-cash sales of the Food Service Program.

11. The LEA shall have timely submitted all applications for reimbursement for free and reduced price meals, except where such failure is due to an act or omission of Chartwells.

12. The number of approved free and approved reduced price applications will be no less than that estimated in Chartwells' proposal.

In the event the foregoing conditions are not met during the school year, Chartwells' guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.

5.12 Travel – Employee

That the Board of Education approve the following employee travel requests:

Employee	Travel	Date	Amount
Manuel Pabon	Lead-Based Paint, Renovation, Repair and Painting Rule Renovator Certification Program Bordentown, NJ	7/19/10	\$225.00
Darlene Fenick (Replacing Kathryn Hawley)	2010 AVID Summer Institute San Diego, CA (SLC Grant)	8/1-8/6/10	\$2,700.00
April Chichelo (Replacing Lillian Berrios)	2010 AVID Summer Institute San Diego, CA (SLC Grant)	8/1-8/6/10	\$2,700.00
Odilia Lligui	2010 Summer Academy Edison, NJ (NCLB Grant)	7/7/-7/8/10	\$195.00

Attendance at stated function/purpose was previously approved by the chief school administrator as work related and within the scope of the work responsibilities of the attendee and attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent.

The board finds the travel and related expenses particular to attendance at this previously approved function are necessary and that the travel is justified and therefore reimbursable.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Horton, Mr. Megill, Mr. Mendelson and Mr. Neary

Results: ayes: 9; unanimously carried.

6.0 OLD BUSINESS - None

7.0 NEW BUSINESS - None

8.0 PUBLIC COMMENT

- Luke Roskowski, Student Council President
- Mary Karlo
- Meg Gerth, Shrewsbury

9.0 ADJOURNMENT

There being no other business to come before the Board motion to adjourn the meeting was moved by Mrs. Doherty, seconded by Mr. Horton and upon voice vote results were:

Voice Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Horton, Mr. Megill, Mr. Mendelson and Mr. Neary

Results: ayes: 9; unanimously carried.

Adjourned: 10:05 p.m.

Respectfully submitted,

Christina M. Galvao
School Business Administrator/Board Secretary