

SOUTH PLAINFIELD PUBLIC SCHOOLS

125 Jackson Avenue
South Plainfield, NJ 07080
Telephone: 908-754-4620

Committee of the Whole Meeting – Wednesday, April 18, 2018 – 6:30 P.M.

**South Plainfield High School
200 Lake Street
South Plainfield, NJ 07080**

I. CALL TO ORDER

Mr. Seesselberg called the meeting to order at 6:32 p.m.

II. SALUTE TO FLAG

III. ROLL CALL- James Damato

Interim Business Administrator/Board Secretary

Present: Mrs. Anesh, Mr. Both, Mr. Boyle, Mr. Cassio, Mr. Giannakis, Mr. Pennisi,
Mrs. Wolak, Mr. Chapman, Mr. Seesselberg

Also Present: Dr. Noreen Lishak, Superintendent; Ms. Mary Malyska, Assistant
Superintendent; Mr. James Damato, Interim Business Administrator/Board
Secretary; Mr. Stephen Fried, Assistant Business Administrator; Mr. Marc
Zitomer, Legal Counsel; Mr. Thomas Wiggins, Supervisor of Buildings
and Grounds

IV. BOARD PRESIDENT

South Plainfield Public Schools Mission Statement:

Students are the focus of the South Plainfield Public Schools. We will provide a dynamic, rigorous, relevant and technology-enriched curriculum, guided by the New Jersey Student Learning Standards. Our mission is to develop life-long learners who are prepared to succeed in a global and diverse society. We are resolved to educate the whole child, instilling the desire within our students to question and to become divergent thinkers who can achieve their fullest potential.

In accordance with the terms of the Sunshine Law, adequate notice of this meeting was posted in all school buildings, the Administration Building, Borough Clerk's office, Police Headquarters, Public Library, four newspapers, and W.C.T.C. on January 8, 2018.

Please be advised:

- There is no smoking on school grounds - inside or outside - at any time.

- Please silence all electronic devices.
- Pursuant to District Policy #0167, each statement made by a participant shall be limited to three minutes' duration and no participant may speak more than once on the same topic

V. SUPERINTENDENT'S REPORT

Dr. Lishak reported that the district participated in the NJ QSAC review process last week. The County Superintendent, education specialists and Special Education Supervisor visited the district to review our instructional practices and programs throughout our district. They gathered to meet at the end of the day with our central office administrative team to discuss their visit. They informed us that they were very impressed by the changes within the district, the instruction that they observed in the classroom and the use of various strategies employed by our teachers. We will be receiving our final NJ QSAC review grade prior to the end of the school year.

Dr. Lishak thanked Ms. Malyska, the content area supervisors, the principals and especially the district teachers who work hard every day in the classrooms to ensure our students receive the best possible education.

High School parents were reminded that their children have met with the guidance counselors to choose their classes for the coming school year. She that it is important for them to discuss the required courses and elective courses that they have selected for the coming school year. You can find a course description of the offerings in the program guide listed on the high school website under the guidance tab.

Parents and guardians will be receiving an electronic district newsletter next week highlighting some great events that occurred during the past quarter of our school year. As part of our District Public Relations Plan, we will be sending quarterly newsletters to highlight some of the student activities in our school buildings.

As you may know, the district is holding a tiger logo contest for our students to submit an original drawing of a tiger for a chance to have their drawing placed on the new press box at Jost Field this fall. Students have until Monday, April 23rd to submit their drawing to the main office of their school. The students in each of the schools will vote on their favorite and a winner from those will be selected by the students and they will receive a \$50.00 prize and move on to the final round of the Tiger Logo Contest. The seven winning drawings will be placed on our district website, in an advertisement in the South Plainfield Observer and TAP Into South Plainfield asking the South Plainfield Community to vote for their favorite. The drawing that receives the most votes will be the winner of the contest. The student will receive an \$800.00 prize and have their drawing placed on the new press box.

Dr. Lishak thanked all who donated to the logo contest. All of the schools PTOs, Debbie Boyle, The Seesselberg Foundation, Twin City Pharmacy and Wealth Management

Group. Your donations are greatly appreciated.

Dr. Lishak congratulated the South Plainfield Drama club for their performance this weekend of Les Misérables. The students did a great job. We have a couple more drama performances from our students at the Middle School and Grant School to look forward to before the end of the school year.

Dr. Lishak congratulated the South Plainfield Model United Nations Team on their second place win at the Rutgers UN conference held this past Sunday.

Dr. Lishak reported the following happenings in our Schools:

Franklin School Student Council will be raffling off two white stuffed polar bears this Thursday, April 19th for Earth Day. Thanks to our PTO at Franklin, we will be releasing 250 balloons on Friday at 1:30 p.m. to recognize Autism Awareness and they've entitled it, "Balloons for Autism". Student Council will clean up the Franklin Campus after the lunch periods during the week of April 23rd.

Roosevelt School and Kennedy School will participate in "Bubbles for Autism" this Friday, April 20th. The programs will begin at 10:00 a.m. at Kennedy School and 2:00 p.m. at Roosevelt School.

Riley School will be running a "Kindness for Christopher" Program this Friday, April 20th starting at 1:30 p.m. Students will be paired with each other to create kindness cards. Students will write kind messages to share with nursing home residents who served in our military.

Grant School had a "Heroes and Cool Kids" visit this month and conducted character building lessons with the sixth graders. Heroes and Cool Kids is a South Plainfield High School Club and it is run by two advisors. The club consists of selected upperclassmen recommended by coaches or teachers who participate in athletics, marching bands and other activities. They are trained by former professional athletes on lessons such as bullying, drugs and alcohol use as well as motivation.

South Plainfield Middle School Drama Club will be performing, "We Open Tonight," on May 4th at 7:00 p.m. Please visit the website for more information.

As a reminder, this Friday, April 20th, the South Plainfield High School will be holding their Spring Pep Rally. Students will gather at the high school's gym and cheer on their spring athletes. Good luck to all of our athletes this season.

Dr. Lishak reminded everyone that we will be recognizing all of our winter athletes and coaches during our regularly scheduled meeting next week. Thank you.

VI. AGENDA ADDITIONS AND/OR DELETIONS

Mr. Seesselberg said that he has one modification. Under Finance, number four, The South Plainfield High School PTO donation amount is being changed to \$100.00.

1. Public Comments on Agenda Items Only

VII. CURRICULUM/STUDENT ACTIVITIES

DISCUSSION:

VIII. PERSONNEL

Motion by Member Mr. Giannakis, seconded by Member Mr. Pennisi, to accept the recommendation of the superintendent and adopt the following:

RESOLVED, that the South Plainfield Board of Education approve the following:

(NOTE: Approval of this resolution authorizes the superintendent to submit to the county superintendent applications for emergent hiring and the applicant's attestation and proof that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. This includes background checks and fingerprinting for those employees listed below: (All appointments are contingent upon receipt of proper teaching certification, and all salary placements are pending receipt of college transcripts verifying degree status and letter stating years of service in other districts, *denotes mentoring required.) ***Indicates subject to change contingent upon contract settlement.**

VIII.A Resignations, Retirements, Terminations

RESOLVED, that the South Plainfield Board of Education approve the following:

Code	Name	Action	Position	Location	Date Eff.	Discussion
1.	Hartmann, Tracey	Resign	Paraprofessional	Middle School	04/16/18	Letter Dated 4/10/18
2.	Tolischus, Theresa	Retire	Duty Aide	Grant School	05/01/18	Letter Dated 4/10/18
3.	Cox, Cameron	Resign	Part-Time Residency Officer	District	05/04/18	Letter Dated 4/18/18

VIII.B Leaves of Absence

Code	Name	Reason	Position	Loc.	Paid FMLA Start Date	Paid Leave (Not FMLA)	Unpaid FMLA Start Date	Unpaid NJFLA Start Date	Unpaid Leave without Benefits	Return Date	Discussion
1.	Employee # 4015	Unpaid Leave Without Benefits	Speech Therapist	Kennedy School					10/02/17	09/01/18	Revised Dates
2.	Employee # 3615	Paid Leave/ Unpaid FMLA	Duty Aide	Grant School		2/22/18	03/26/18			05/01/18	

VIII.C.Adjustments, Stipends, Degree Changes

Code	Name	Action	Position	Degree/Step/ No. of Hrs.	Salary/ Stipend	Location	Date Effective	Date Term.	Discussion
1.	Corisdeo, Geoffrey	Approve	6 th Period-Special Education	2 MA +45	\$9,775.83 (pro-rated)	High School	03/16/18	06/30/18	Replacing M. Mieke Acct#: 11-140-100-101-25
2.	Springfield, Vivian	Approve	Volunteer – Grant School	N/A	N/A	Grant School	04/19/18	06/30/18	N/A
3.	Bohn, Jessica	Approve	Volunteer – Lacrosse	N/A	N/A	High School	04/19/18	06/30/18	N/A
4.	Pelligrino, Jeffrey	Approve	Volunteer -- Baseball	N/A	N/A	High School	04/19/18	06/30/18	N/A

NOTE: All salaries, longevity, stipends & hourly rates for NJEA members or the Small Van Drivers' Association and non-affiliated staff are subject to change upon settlement of the agreement for the 2017/18 school year.

RESOLVED, upon recommendation of the Superintendent of Schools that the Board of Education approve the foregoing resolutions.

MOTION: Mr. Giannakis SECOND: Mr. Pennisi VOTE: 9-0

IX FINANCE

1. Approval for Professional Development Expenditures

RESOLVED, upon recommendation of the Superintendent of Schools that the Board of Education approve the following expenditures (registration, mileage, and conference fees), substitutes, and trips, which are compliant with State payment guidelines, employee job responsibilities and critical to the needs of the school district.

	<u>Name of Workshop</u>	<u>Dates</u>	<u>Amount</u>	<u>Person Attending</u>
1.	NJASA/NJAPSA Spring Leadership Conference	5/16-18/18	\$854.42 Registration, Hotel, Mileage, & Fees 11-000-230-890	Noreen Lishak
2.	SEMI Spring Regional Meeting	4/12/18	\$22.24 mileage/tolls 11-000-219-580-18	Margaret Marciniak
3.	NJASP Spring Conference	5/11/18	\$120.00 11-000-219-580-18	Nicole Bennett

2. Approve the Touring Contract Agreement with the George Street Playhouse

Approve the Touring Contract Agreement with the George Street Playhouse for a performance of Anytown at the South Plainfield High School on April 30, 2018 at 9:00 a.m. for students in grade 12.

There is no cost to the district.

3. Approval of Transportation Expenditure for SPSHS Band Students

Approve the transportation cost of \$600.00 for the South Plainfield High School Band to compete in the J.P. Stevens Jazz Festival on April 20, 2018.
Account #11-000-270-512-01

4. Accept Gift Donations for the Tiger Logo Contest

Accept the following monetary donations to be used for the Tiger Logo Contest:

South Plainfield High School PTO-O	\$100.00
South Plainfield Middle School PTO	\$100.00
Grant School PTO	\$100.00
Franklin School PTO	\$100.00
John F. Kennedy School PTO	\$100.00
John E. Riley School PTO	\$100.00
Roosevelt School PTO	\$100.00
Wealth Management Group	\$150.00
Twin City Pharmacy	\$100.00
Debbie Boyle	\$100.00
Seesselberg Foundation, Inc.	\$100.00

5. Award Bid #10-18 – Proposed Toilet Room Renovations at the South Plainfield Middle School and High School

WHEREAS, the South Plainfield Board of Education, pursuant to N.J.S.A. 18:18A-1 (et seq.) advertised for sealed bids for Bid #10-18 – Proposed Toilet Room Renovations at the South Plainfield Middle School and High School on March 21, 2018; and

WHEREAS, in accordance with that advertisement, the bids were received, publicly opened and read aloud in the Conference Room of the Roosevelt Administration Building, 125 Jackson Avenue on April 11, 2018. A total of 9 bids were received.

NOW, THEREFORE, BE IT RESOLVED that the bid be awarded to Northeastern Interior Services, LLC, 271 US Highway 46W, Suite F206, Fairfield, NJ 07004 for the sum of \$514,470.00, subject to the terms and conditions of a contractual agreement pending reviews by Board Counsel, and which the Board President is authorized to execute on behalf of the Board.

6. Approval of Online Home Instruction Education Services Agreement with Educere, LLC

Approve the agreement with Educere, LLC in Ambler, Pennsylvania to provide Online Home Instruction Services for core subjects. The per student, per course, per week cost is

\$29.00. This service is to be utilized when in-district home instructors cannot be obtained. The cost is not to exceed \$5,000.00 through June 30, 2018 and will be paid through currently budgeted funding for home instruction. Acct. 11-150-100-320-18 or 11-219-100-320-18.

7. Approve Letter of Agreement with the George Street Playhouse for Choreographer Services

Approve the Letter of Agreement with the George Street Playhouse to provide choreographer services for the High School Play in April 2018, in accordance with the terms and conditions therein. The fee for this service is \$1,840.00, with the Board being responsible for \$964.00 and the George Street Playhouse will apply \$876.00 from its Education Scholarship Fund to fulfill the balance.

8. Approve the Agreement with Tenmarks for Essentials Math Online Books

Approve the agreement with Tenmarks for Essentials Math Online Books in the amount of \$30.00 for a period of 12 months effective April 2018 for the Grant School LLD class. 11-204-100-610-18.

RESOLVED, upon recommendation of the Superintendent of Schools that the Board of Education approve the foregoing resolutions.

MOTION: Mr. Giannakis SECOND: Mr. Pennisi VOTE: 9-0

X. BUILDINGS AND GROUNDS

XI. PRESENTATION OF COMMITTEE REPORTS

Buildings & Grounds

Mr. Giannakis said that they met yesterday and discussed the facility use forms. He said that Mr. Damato had met with the broker who recommended some moderate changes to the forms, adding a hold harmless and a concussion testing to any of the sports groups that may rent our facilities.

Mr. Giannakis said that the committee also discussed the field by Grant School. Sprinklers on the baseball and softball fields need to be installed. The fields are in bad shape and the only way to really get them up to speed would be to put in a proper irrigation system

Mr. Giannakis reported that the committee also talked about the seepage pit that is by the Grant parking lot. They put a seepage pit in the catch basin and the seepage pit will hold water and it will leech back into the ground slowly and there were no issues with the major rain that we had the other day so it works fine.

Mr. Giannakis reported that the committee also looked at the preliminary design for the field house at Jost field. He said that the preliminary design looks good but we will continue to discuss it as we move along with the project.

Curriculum

Mr. Pennisi reported that the curriculum committee met on April 11th at 3:30 p.m. Members present were Assistant Superintendent, Mary Malyska, Mr. Pennisi, Mr. Cassio, Mrs. Wolak and Mr. Both. They discussed basic skills instruction. The committee was advised that this year the kindergarten has one teacher that floats through all of the elementary schools and it seems to be working very well and they are looking into doing the same thing for first grade. It's not going to cost us any more from our staffing but the model is going to be similar.

Mr. Pennisi said that, as Dr. Lishak discussed earlier, QSAC monitors were in on April 10th.

Mr. Pennisi said that the committee also discussed the Flip Classroom model for high school mathematics. They discussed the understanding of it and decided that Mrs. Garrison will generate a teacher survey and a student survey to assess the Flip Classroom Model. They will have results by the end of the year for consistency of use and the success of the implementation.

Mr. Pennisi reported that the committee reviewed the math course collapse for grades 5, 7 and 8 for next year. They also reviewed the Molecular Bioinformatics and Engineering class because he was curious as to how that came about and how it became an honors class.

The last topic discussed was the class rank. Mr. Pennisi said that he noticed that a lot of schools are doing away with either publishing it or doing away with it completely. He said that he asked for a survey of the schools in the county to see if there are any schools that have gone that route. It seems that colleges are looking at the classes themselves, the strength of the schedule that the student takes and doesn't put too much emphasis on class rank. He said that it seems that more emphasis is put on by the parents and kids and sometimes it is detrimental to the kids as far as making choices their senior year because they want to keep that GPA up there and get that ranking which might not be as good. Mr. Pennisi said that we are just investigating at this time so he doesn't want anyone to panic or write that we are getting rid of it.

Finance

Mr. Chapman reported that the finance committee met yesterday and they had a discussion about the budget and that the results back from the County Superintendent were very good. They were pleased with the budget. We discussed some of the

challenges that we are going to face going forward with budgeting and with the lack of state aid.

Mr. Chapman reported that the committee discussed the fact that he wants to let everyone know that he reached out to Senator Diegnan to try to have a sit down with him to discuss the lack of state aid. He said that he received a call back from Senator Diegnan's office telling him that he is not scheduling any meetings and that he is aware of the issue with South Plainfield.

Mr. Chapman said that they briefly discussed Latchkey rates for the upcoming year.

Mr. Damato reminded everybody that next week, at the regular board meeting, there will be a budget presentation lead by Dr. Lishak. There will be a public hearing on the budget and then a vote on the final budget. The budget has been approved by the County and will be advertised on in the Observer on Friday.

Mrs. Boyle asked if we have the amount of taxpayer increase yet. Mr. Damato said that they sent it home with the tentative budget and that amount has not changed.

Policy

No report.

Public Relations

Mr. Chapman reported that the Public Relations Committee met and they discussed the upcoming school district newsletter that is going to go out on a quarterly basis. They discussed the requests from the community to post community events on our social media pages and it was decided that would be very cumbersome. They decided that the Board will post reminders on their social media pages to look at our website community page.

Shared Services

Mr. Cassio said that they did not have a meeting this month but will schedule one when Mr. Cullen returns from Thailand. Mr. Cassio said that some shared services were facilitated with DPW last week. They cut some trees down around Jost Field by the baseball field, trimmed all the outfield and rolled the infield with steam rollers. He said that he will have more to report next month.

Special Education

Mr. Chapman said that the Special Education Committee met and they had a nice discussion. He said that Mrs. Castronovo updated them on some things that she was looking into related to the Shop Rite Program, the Tiger Café, as well as looking into Junior Achievement.

Transportation

No report.

Traffic Liaison

Mr. Cassio said that there is nothing to report this month.

SEPAC Liaison

Mr. Both said that the new board met two weeks ago and they are in the process of reestablishing where they will be heading the rest of this year as well as next year.

Legislative Liaison

Mrs. Boyle said that the lawmakers are looking to have a crackdown on untraceable guns. She said that, as County President, we have been meeting with Assemblypersons and Senator Diegnan to ensure that they understand issues with the school funding with the importance of how to fund school security, social media and HIB. Mrs. Boyle said that they've all been receptive and hopefully they are going to bring back the information that we work with them with. The governor is currently making changes in the school aid funding.

XII. PUBLIC COMMENTS

XIII. BOARD MEMBER COMMENTS

Mrs. Boyle congratulated the students and staff on the production of Les Misérables. It was an amazing play and the students did a great job. The vocal talents were really amazing. Mrs. Boyle also congratulated the Winter Guard on their season so far. The Winter Guard, along with the community, have successfully raised the funds to be able to have the championship trip which includes transportation, lodging, and entry fees. They are looking to continue to fundraise to cover meals and incidentals. So far they have started competing in January and they placed in the top three at every event except for one. Mrs. Boyle congratulated them.

Mrs. Boyle announced the following upcoming community events:

The Mayor's Wellness Committee and the South Plainfield Public Library is hosting the Autism Awareness event on April 29th from 2:00-4:00 p.m. at the library. This is to bring awareness, acceptance, inclusion of all children, parallel play and patience from all. There will be various events in the library including an indoor balloon release where children will be able to take the balloons home at the end of the event.

The South Plainfield Education Foundation Vendor Show will be held at Roosevelt School this Saturday, April 21st from 10:00 a.m.–3:00 p.m.

The Suburban Women’s Club event on April 22nd is sold out.

The Taste of South Plainfield is on April 23rd and they will be honoring businesses who have been here for 30 plus years.

The Mayor’s Wellness Health Fair is on April 28th from 9:00 a.m.-12:00 p.m. at the South Plainfield Public Library. There will be a cardiologist, a foot doctor and various things like that.

The Junior Journalist dinner is scheduled for Thursday, May 10th.

The Music Boosters Zumba fundraiser and the District Art Festival are both scheduled for May 18th.

The Borough’s Cultural Arts Commission is hosting line dancing on May 19th.

The Holy Savior 5k race is scheduled for June 5th. Mrs. Boyle said that our students usually place at this race.

The South Plainfield High School Merchandise Bingo and Mini Tricky Tray is on June 2nd.

Mrs. Boyle asked Dr. Lishak where the Tiger Logo Contest will be posted. Dr. Lishak said that it will be on the District Facebook page and it will also be sent in a press release with pictures to vote on to the South Plainfield Observer and Tap Into South Plainfield. Dr. Lishak said that there will be an e-mail address on there so you can vote under each one of them and there will be one for each entry so you can vote under each one. The one who receives the most votes will be the contest winner.

Mr. Giannakis thanked Dr. Lishak, Ms. Malyska and Mr. Damato and their whole team for that QSAC visit that we just had. He said that he heard that it was one of the best visits that we’ve had with QSAC in a long time.

Mr. Giannakis said that he has also been hearing about the class rank and he is glad that it is being looked into because class rank really has no bearing on college and if it is preventing some from taking an elective that they want then he would rather see them take the elective. He said that he is not sure how that works but he is glad that it is being looked into

Mr. Giannakis asked Mrs. Boyle that if she is meeting with Senator Diegnan and he wouldn’t give Mr. Chapman a meeting that maybe she can mention to him about our lack of funding.

Mrs. Boyle said that they did discuss that and he is bringing this information back. She

said that Senator Diegnan is aware of it and is agreeing with everything that we are bringing forward. Mrs. Boyle said that they just met with Assemblywoman Lopez and they are bringing this back but they need to discuss it and will hopefully vote on it.

Mr. Giannakis also said to Mrs. Boyle that she might want to mention the “Pass the Trash” because it looks like Governor Murphy signed that. Mrs. Boyles said that he did sign it and this will prevent district from passing somebody who has had issues with child abuse, sexual abuse charges to another school. This bill will allow districts to call the previous district and answer as to why they were no longer employed.

Mr. Seesselberg said that he knows that we only received an additional \$81,000 but at this point there is a bigger fight going on between President Sweeney and Governor Murphy about how education is going to get funded. Mr. Seesselberg said that we may not ever get the \$81,000 that was mentioned. Mr. Seesselberg said that we are approving a budget next week and its variable as to what we are even going to get from the State. Governor Murphy’s budget won’t be approved until probably mid-June at the earliest. There is a fight going on in Trenten amongst all of them. President Sweeney wants to finance one say and Governor Murphy wants to finance another. Mr. Seesselberg said that he hopes that everyone gets together to realize that right at the ground swell lever here with the kids and the in the schools we need the funding. If they fully fund the SRA we would be getting millions of dollars that we desperately need in this town.

Mr. Seesselberg said that he would also like to commend the students on Les Misérables. It is a tough show, and it was a fabulous performance by the students. He said that he also had the chance to go to a softball game and he hopes it wasn’t because he was there that they lost. He said that he saw the Bishop Ahr game and all the athletes are doing a wonderful job working amongst their school life, their home life and really putting their all out there. He commended the students and the coaches.

XIV. EXECUTIVE SESSION:

RESOLVED, pursuant to the Open Public Meetings Act (N.J.S.A. 47-:1A-1 *et. seq.*) that the Board meets in closed session at this time to discuss confidential matters pertaining to: (select one or more)

1. a matter rendered confidential by federal or state law
2. a matter in which release of information would impair the right to receive government funds
3. material the disclosure of which constitutes an unwarranted invasion of individual privacy
4. a collective bargaining agreement and/or negotiations related to it
5. a matter involving the purchase, lease, or acquisition of real property with public funds
6. protection of public safety and property and/or investigations of possible violations or violations of law

7. pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege
8. specific prospective or current employees unless all who could be adversely affected request an open session.
9. deliberation after a public hearing that could result in a civil penalty or other loss

BE IT FURTHER RESOLVED that the matters discussed in closed session shall be made public as soon as the need for confidentiality no longer exists.

MOTION: Mr. Giannkais SECOND: Mr. Pennisi VOTE: 9-0

XV. AGENDA APPROVAL

RESOLVED, that the agenda for the regular public meeting on April 25, 2018, as may have been modified, is hereby approved.

MOTION: Mr. Giannkais SECOND: Mr. Pennisi VOTE: 9-0

XVI. ADJOURNMENT

There being no further business of the Board, there was a motion to adjourn at 8:37 p.m.

MOTION: Mr. Both SECOND: Mr. Giannakis VOTE: 9-0

Respectfully submitted,

James J. Damato
Interim Business Administrator/Board Secretary