

MENDHAM BOROUGH SCHOOL DISTRICT REGULAR BUSINESS MEETING

September 26, 2017

AGENDA ITEMS

FOR

APPROVAL

Board Officers

Mrs. Beth Cocuzza, President

Mr. Stephen Dolan, Vice-President

Administrators

Dr. Mitzi N. Morillo, Superintendent

Mr. James Rollo, Business Administrator

MENDHAM BOROUGH SCHOOL DISTRICT

MENDHAM BOROUGH BOARD OF EDUCATION REGULAR BUSINESS MEETING AGENDA

DATE: September 26, 2017

***** HILLTOP SCHOOL *****

□Welcome□

Welcome to this public meeting of the Mendham Borough Board of Education. The Board is an elected, unpaid group of nine citizens who set policy and make decisions on educational, financial, and personnel matters for the Mendham Borough Schools on behalf of all residents. We are always pleased when members of the community attend our meetings.

The Board and the school district operate under applicable New Jersey laws and under regulations of the New Jersey State Board of Education.

Each meeting includes opportunities for those attending to comment on matters of interest to them, including matters on the published agenda. Early in the meeting, there is a “Public Comments” period to provide an opportunity for members of the public to speak on agenda items only. Additionally, members of the public will have the opportunity to make comments after the Board’s discussion of “New Business.” Law limits discussion of individual personnel.

We desire sincerely that our meetings will provide useful opportunities for communication between the Board and the community. Thank you for attending.

Mendham Borough Board of Education

MENDHAM BOROUGH SCHOOL DISTRICT
Mendham, New Jersey
September 26, 2017

REGULAR BUSINESS MEETING
BOARD OF EDUCATION

6:15 PM

Hilltop School Cafeteria
Mendham, New Jersey

AGENDA

Attachments:

- 1. Minutes**
- 2. Financial Business**
- 3. Other Financial Business**
- 4. Bill Lists, Travel, Transfer of Funds**
- 5. Policy**
- 6. Personnel**
- 7. Curriculum**
- 8. Other Business**

MENDHAM BOROUGH BOARD OF EDUCATION
Mendham, New Jersey

AGENDA
BUSINESS MEETING
September 26, 2017
6:15 P.M.

1. CALL TO ORDER BY THE BOARD PRESIDENT TIME: 6:17

2. OPEN PUBLIC MEETING ACT STATEMENT

The time, date, location and agenda of this meeting were posted to the Daily Record and the Observer Tribune on September 7, 2017 and reported to the Phoenix House, Hilltop School, and Mountain View School on September 5, 2017. The Board of Education maintains policy to address public concerns. Copies of Policy No. 1312 "Public Complaints and Grievances," are available at each board meeting or upon request from the district offices.

A suggestion box is located in the Superintendent's Office at Hilltop School for your convenience.

3. ROLL CALL

| | | |
|--------------------------------|--------------------------------------|---|
| <u> X </u> Mrs. Beth Cocuzza | <u> X </u> Mr. William Corbett | <u> X </u> Mr. Stephen Dolan |
| <u> X </u> Mr. Paul Fechhelm | <u> </u> Mr. James Gillespie | <u> X </u> Miss AnneMarie Hornyak (arrived 6:55) |
| <u> X </u> Mr. John Jennings | <u> X </u> Mrs. Raechelle Raimondo | <u> X </u> Mr. John E. Vitale (left 8:08) |

Administrative Staff:

Superintendent of Schools

 X Dr. Mitzi N. Morillo

Board of Education Secretary/Business Administrator

 X Mr. James Rollo

 Public

4. FLAG SALUTE

5. EXECUTIVE SESSION TIME: 6:18

On the motion of Mr. Jennings, seconded by Mrs. Cocuzza, item 5 was moved:

 X Scheduled (If Needed)
 Unscheduled

VOICE VOTE: AYES: 7

NOES: 0

ABSTAIN: 0

5.1 Motion to adopt the following resolution:

BE IT HEREBY RESOLVED by the Mendham Borough Board of Education pursuant to N.J.S.A. 10:4-13 and 10:4-12 that said public body hold a closed session on Tuesday, September 26, 2017 for the purpose of discussing:

- Personnel
- Legal Matter
- Negotiations

It is expected that the discussion undertaken in closed session will be made public at the time official action is taken.

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:0

6. NEW BUSINESS

On the motion of Mr. Fechhelm, seconded by Mr. Jennings, item 6 was moved:

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:0

7. MINUTES

On the motion of Mr. Fechhelm, seconded by Mr. Jennings, item 7.1 – 7.4 were moved:

7.1 Motion to approve the minutes of the August 22, 2017 Executive Session Meeting.

7.2 Motion to approve the minutes of the August 22, 2017 Regular Business Meeting.

7.3 Motion to approve the minutes of the August 29, 2017 Special Facilities Walkthrough Meeting.

7.4 Motion to approve the minutes of the August 29, 2017 Executive Session Meeting.

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:0

8. CORRESPONDENCE

- No Correspondence

9. COMMITTEE REPORTS

9.1 Curriculum and Instruction – Met Sept. 25th and discussed PARRC Results, student wellness, professional development curriculum, media center update. Mr. Jennings asked question on next year's calendar. Mrs. Cocuzza explained board will approve next year's calendar before the end of 2017. Two drafts will be reviewed for adoption.

9.2 Finance/Facilities and Technology –Met September 18th and discussed ALICE Training, Revitalizing the Media Center from Capital Reserve at an estimated cost of \$197,000, a complaint by former internet service provider, and a request for discounted tuition

9.3 Personnel and Management –Met September 18th and discussed personnel agenda items and other matters pertaining to personnel.

9.4 Policy/Public Relations - Did Not Meet

10. ADMINISTRATIVE STAFF REPORTS

10.1 Superintendent's Report

- PARCC Assessment Presentation by Mr. David Moser, Director of Curriculum and Instruction
- Mountain View Media Center Renovations Presentation by Mrs. Aimee Toth, Principal

10.1 District Enrollment/Fire Drill Reports as follows:

DISTRICT ENROLLMENT REPORT

| GRADE | Sept. 5, 2017 | June 30, 2017 | Sept. 6, 2016 |
|-------------------------------|----------------------|----------------------|----------------------|
| Pre K | 8 | 7 | 6 |
| K | 33 | 47 | 43 |
| 1 | 48 | 41 | 40 |
| 2 | 45 | 64 | 63 |
| 3 | 67 | 53 | 52 |
| 4 | 54 | 60 | 60 |
| HILLTOP TOTAL | 255 | 272 | 264 |
| 5 | 62 | 49 | 49 |
| 6 | 53 | 85 | 84 |
| 7 | 85 | 55 | 54 |
| 8 | 57 | 69 | 70 |
| MT. VIEW TOTAL | 257 | 258 | 257 |
| HILLTOP & MT. VIEW | 512 | 530 | 521 |
| OUT OF DISTRICT | 6 | 8 | 8 |
| TOTAL | 518 | 538 | 529 |
| | | | |
| STAFF ATTENDANCE | N/A | 93.59% | N/A |

DISTRICT FIRE DRILL REPORT

| SCHOOL | DATE OF DRILL | TIME OF DRILL | LENGTH OF DRILL |
|---------------|----------------------|----------------------|------------------------|
| HILLTOP | September 12, 2017 | 9:59 a.m. | 1:50 |
| MT. VIEW | September 8, 2017 | 8:50 a.m. | 4:39 |

SECURITY DRILL REPORT

| SCHOOL | DATE OF DRILL | TIME OF DRILL | LENGTH OF DRILL |
|----------|---------------|---------------|-----------------|
| HILLTOP | 9/15/17 | 1:58 p.m. | 7:05 |
| | | | |
| MT. VIEW | 9/19/17 | 9:40 a.m. | 10:00 |
| | | | |

11. RECOGNIZE PUBLIC - FOR AGENDA ITEMS ONLY

While the Board respects the public's interest in voicing its questions, concerns or criticisms it may have regarding the conduct of the Board and/or its members, the Board wants to remind you that this privilege is not absolute, and statements that are disruptive, threatening, abusive, obscene, profane, irrelevant, overly lengthy or that interfere with the orderly process of the meeting will not be permitted. We remind everyone that there is no privilege or qualified privilege with regard to any statements that you make before the Board of Education. Accordingly, your comments may result in action by a third party.

- No comments

12. FINANCIAL BUSINESS

On the motion of Mr. Corbett, seconded by Mr. Fechhelm, items 12.1 – 12.13 were moved:

Board Secretary and Treasurer's Reports

12.1 Motion to approve that the Board Secretary's Report - August 2017 and the School Treasurer's Report - August 2017 with a reconciled cash balance of \$3,483,622.66 be accepted, certifying that no major account fund is over expended in violation of NJAC 6A:23-2.11(a) and sufficient funds are available to meet the financial obligation of the district for the remainder of the fiscal year. Revenues are being received as anticipated.

Transfer of Funds

12.2 Motion to approve the transfer of funds for Mendham Borough Schools for the 2017-2018 school year as presented.

12.3 Other Financial Reports

Motion to approve the following reports:

Cafeteria Reconciliation - August 2017

Cafeteria Bills List - None

Bill List

12.4 Motion to approve the Board of Education Bill List from August 24, 2016 to September 27, 2016 in the amount of \$1,176,986.84.

Other Financial Business

12.5 Motion to approve Rite Aid of Chester to provide, at no cost to the board, a Flu Clinic at Hilltop School for Staff and Employees only, on October 13th ,2017 at 3:30 p.m.-4:30 p.m., pending submission of insurance certificate naming the board as additionally insured. Each employee will use his/her own insurance for payment. This is a service provided to promote health and wellness for staff of the two schools.

Travel Expenses

12.6 Motion to approve the proposed travel expenditures as attached and in accordance with New Jersey Law A-5 and Board Policy 9250b1.

Extraordinary Aid

12.7 Motion to approve 2016-2017 revised extraordinary aid allocation in the amount of \$95,541.

Transportation

12.8 Motion to approve the Mendham Township Board of Education as the host district for a joint transportation agreement for transportation of Mendham Borough students to Hilltop and Mountain View Schools for the 2017-2018 school year: (pending approval of County Office of Education)

| | |
|--------------------|-------------|
| Route #MB01A | \$22,246.32 |
| Route #MB02A | \$30,721.72 |
| Administrative Fee | \$1,053.85 |

12.9 Motion to approve the Mendham Township Board of Education as the host district for a joint transportation agreement for transportation of non-public Mendham Borough students for the 2017-2018 school year: (pending approval of County Office of Education)

| | |
|---------------|-------------|
| Route #ASP02P | \$ 5,982.12 |
| Route #GSB01A | \$ 7,416.08 |
| Route #WIL1A | \$ 3,839.72 |

12.10 Motion to approve disposal of obsolete equipment as presented.

12.11 Motion to approve disposal of the attached list of obsolete or damaged books from the Mountain View Media Center.

12.12 Motion to approve a contract with Brett DiNovi & Associates to provide BCBA services for the 2017-2018 school year at \$115 per hour, not to exceed \$10,000.00.

Facilities

12.13 Motion to approve the following facilities/equipment applications pending custodial coverage:

Out of District Facilities Use

| <u>Location</u> | <u>Group</u> | <u>Dates/times</u> | <u>Purpose</u> | <u>Income/Cost Estimate</u> |
|--|--------------------------|------------------------------------|----------------|-----------------------------|
| Mountain View Gym | Mendham Basketball | 9/18/17-11/23/17 6pm-9:00pm Mon | Basketball | \$520 |
| Mountain View Gym, Cafeteria, & athletic field | Class of 2018 Fundraiser | 10/21/17 10am-10pm, | Haunted House | \$0 |

ROLL CALL VOTE

| | B.C. | W.C. | S.D. | P.F. | J.G. | A.H. | J.J. | R.R. | J.V. |
|----------|------|------|------|----------------------|------|------|---------|------|------|
| – AYES – | X | x | X | X | | X | X | X | |
| – NOES – | | | | | | | | | |
| ABSTAIN | | | | 134354 360 361 | | | MetLife | | |

MOTION CARRIED

13. CURRICULUM & INSTRUCTION

On the motion of Mrs. Cocuzza, seconded by Miss Hornyak, items 13.1 – 13.2 were moved:

13.1 Motion to declare Week of October 2, 2017, Week of Respect:

WHEREAS, The Anti-Bullying Bill of Rights, Assembly Bill 3466, was approved by the New Jersey Legislature in November 2010 and signed into law as P.L. 2010, c. 122, by Governor Chris Christie on January 5, 2011; and

WHEREAS, The statute is intended to protect students from harassment and intimidation that would substantially interfere with their education; and

WHEREAS, The Anti-Bullying Bill of Rights places expanded responsibilities on teachers, school administrators and boards of education to protect students from incidents of bullying, harassment and intimidation; and

WHEREAS, The Anti-Bullying Bill of Rights designates the week beginning with the first Monday in October as “Week of Respect” throughout New Jersey”; and

WHEREAS, The law directs school districts to observe the “Week of Respect” through age-appropriate instruction in accordance with New Jersey’s core curriculum content standards; and

WHEREAS, The Mendham Borough Board of Education recognizes the harmful impact of harassment and bullying on children and is committed to providing all of its students with a safe and secure learning environment free from intimidation; and

WHEREAS, The Mendham Borough Board of Education supports the intent of the Anti-Bullying Bill of Rights to protect our children, as well as the goal of previous law to enhance training and instruction to prevent harassment, intimidation and bullying. Now therefore be it

RESOLVED, That the Mendham Borough Board of Education declares October 2 through October 6, 2017 as a “Week of Respect” in all district schools, and be it further

RESOLVED, That the Week of Respect will be a part of the Mendham Borough Public Schools’ ongoing efforts to foster respect among students and staff for the diverse cultures and personalities represented in our school community

13.2 Motion to declare the week of October 16, 2017 as “School Violence Awareness Week”

WHEREAS, N.J.S.A. 18A:36-5.1 establishes the third Monday in October to be School Violence Awareness Week; and

WHEREAS, the Mendham Borough Board of Education has provided certified specialists to develop age appropriate opportunities for student discussion on conflict resolution, issues of student diversity, and tolerance; and

WHEREAS, the law identifies this week as a Week of School Violence Awareness.

BE IT RESOLVED, that the Mendham Borough Board of Education designates October 16 through October 20, 2017 as “School Violence Awareness Week”.

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:0

14. POLICY

On the motion of Mr. Jennings, seconded by Mr. Fechhelm, item 14.1 was moved:

14.1 Motion to approve the following policies for Second Reading.

| Type | Policy # | Name | New/ Revised |
|------------|----------|---|-----------------|
| Policy | 3510 | Operation and Maintenance of Plant | Revised |
| Policy | 3516 | Safety | Revised |
| Regulation | 5141.4 | Missing, Abused, and Neglected Children | New |

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:0

15. PERSONNEL

On the motion of Miss Hornyak, seconded by Mr. Corbett, items 15.1 – 15.14 were moved:

15.1 Motion to approve the following staff members as chaperones for the 7th Grade Environmental Education Trip on October 4, 2017, at a rate of \$45.00 per hour, pursuant to the terms of the collective bargaining agreement between the Mendham Borough Board of Education and the Mendham Borough Education Association.

| Staff Member | Compensation |
|---------------------|---|
| Marisa Austenberg | Not to exceed 3.5 Hours at \$45 an hour for a total of \$157.50 |
| Susan Buckholz | Not to exceed 3.5 Hours at \$45 an hour for a total of \$157.50 |
| Erin Clark | Not to exceed 3.5 Hours at \$45 an hour for a total of \$157.50 |
| Paul Damato | Not to exceed 3.5 Hours at \$45 an hour for a total of \$157.50 |
| Jonathon Dragon | Not to exceed 3.5 Hours at \$45 an hour for a total of \$157.50 |
| Elizabeth Goncalves | Not to exceed 3.5 Hours at \$45 an hour for a total of \$157.50 |
| Kristen Huang | Not to exceed 3.5 Hours at \$45 an hour for a total of \$157.50 |
| Kerri McCaffrey | Not to exceed 3.5 Hours at \$45 an hour for a total of \$157.50 |

15.2 Motion to approve the following staff members as chaperones for the 6th Grade Environmental Education Trip on October 5, 2017, at a rate of \$45.00 per hour, pursuant to the terms of the collective bargaining agreement between the Mendham Borough Board of Education and the Mendham Borough Education Association.

| Staff Member | Compensation |
|---------------------|--|
| Marisa Austenberg | Not to exceed 7 hours at \$45.00 an hour for a total of \$315.00 |
| Nicole Ascione | Not to exceed 7 hours at \$45.00 an hour for a total of \$315.00 |
| Susan Buckholz | Not to exceed 7 hours at \$45.00 an hour for a total of \$315.00 |
| Paul Damato | Not to exceed 7 hours at \$45.00 an hour for a total of \$315.00 |
| Victoria Dean | Not to exceed 7 hours at \$45.00 an hour for a total of \$315.00 |
| Elizabeth Goncalves | Not to exceed 7 hours at \$45.00 an hour for a total of \$315.00 |
| Heather Keaney | Not to exceed 7 hours at \$45.00 an hour for a total of \$315.00 |
| Denise Magrini | Not to exceed 7 hours at \$45.00 an hour for a total of \$315.00 |
| Bradley McMurray | Not to exceed 7 hours at \$45.00 an hour for a total of \$315.00 |

15.3 Motion to approve the following staff members to participate in curriculum research and revision to support the mathematics program at Mountain View School, upon the recommendation of the Superintendent.

| Staff Member | Compensation |
|---------------------|--|
| Nicole Ascione | Not to exceed 10 hours at \$45.00 per hour |
| Judith Berish | Not to exceed 10 hours at \$45.00 per hour |
| Kristen Huang | Not to exceed 10 hours at \$45.00 per hour |
| Keira Wood | Not to exceed 10 hours at \$45.00 per hour |

15.4 Motion to approve the following volunteers for the 2017-2018 school year, pending completion of Volunteer Training with District Administrators and upon the recommendation of the Superintendent:

| | | |
|---------------|----------------|-------------|
| Taryn Cottone | Aparna Largman | Neha Mathur |
|---------------|----------------|-------------|

15.5 Motion to approve the submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2017-2018 school year to the Morris County Executive Superintendent of Schools in accordance with N.J.A.C. 6A:32-4.

15.6 Motion to approve for appointment the following Substitute Teachers for the 2017-2018 school year, upon the recommendation of the Superintendent, and successful completion of substitute teacher orientation and criminal history background check:

| | | |
|-----------------------|-------------------|---------------|
| Ashley Kurtz Freilich | Allison Marszalek | Jean Riescher |
|-----------------------|-------------------|---------------|

15.7 Motion to amend Motion 14.3 from the May 9, 2017 agenda to read Lindsay Finkelstein as a Special Education Teacher at a Step BA, Level 2 and a salary of \$53,990.00 for the 2017-2018 school year upon the recommendation of the Superintendent.

15.8 Motion to approve the following staff members for the stipend positions for the 2017-2018 school year, salaries will be adjusted if necessary, at the conclusion of negotiations between the Mendham Borough Board of Education and the Mendham Borough Education Association, upon the recommendation of the Superintendent.

| <i>Name</i> | <i>Position</i> | <i>Guide Step</i> | <i>Salary</i> |
|--------------------|--------------------------------|--------------------------|----------------------|
| Jonathon Dragon | Student Council Co-Advisor | Tier 3 | \$750.00 |
| Kristen Huang | Student Council Co-Advisor | Tier 3 | \$750.00 |
| Timothy Zangara | Mock Trial Grades 7-8 Advisor | Tier 1 | \$625.00 |
| Robin Sheridan | Odyssey of the Mind Co-Advisor | Tier 3 | \$750.00 |
| Paul Damato | Odyssey of the Mind Co-Advisor | Tier 3 | \$750.00 |

15.9 Motion to approve Christopher Mucha to observe Mrs. Aimee Toth at Mountain View School on September 22, 2017 as a part of his Masters in Educational Leadership program through the University of Scranton.

15.10 Motion to approve Marissa Kowalskie, a Fairleigh Dickinson University student, to complete the QUEST Field Experience IV at Mountain View Middle School with Mrs. Heather Keaney, 6th grade Language Arts, from January 3 through January 19, 2018 for a total of 10 days, upon the recommendation of the Superintendent.

15.11 Motion to approve Sabrina Bruen, a County College of Morris student, to complete 20 hours of observations as required for her Behavior Observation course, at Hilltop School with Mrs. Wendy Pirozzi, Kindergarten class, upon the recommendation of the Superintendent.

15.12 Motion to approve Harlan Schiafo, a County College of Morris student, to complete 20 hours of observations as required for her Behavior Observation course, at Hilltop School with Mrs. Debbie Gertler, 1st grade class, upon the recommendation of the Superintendent.

15.13 Motion to approve Harlan Schiafo, a County College of Morris student, to complete 4 hours of observations as required for her Music in Early Childhood course, at Hilltop School with Mrs. Kimberly Kanefke, Music Teacher, upon the recommendation of the Superintendent.

15.14 Approval of Business Administrator Merit Goals for 2017-2018

RESOLVED, that the Board of Education, according to Article III of the Business Administrator's contract, hereby approves the following quantitative merit goal and qualitative merit goal, pending approval of the Executive County Superintendent. The Board of Education further approves the submission of these goals to the NJDOE, pending approval of the Executive County Superintendent. The goals will not be in effect until written approval is received from the NJDOE.

Quantitative Goal:

The Board's Annual Self-Evaluation identified a desire to have better understanding of the district's regular financial reports. The Business Administrator would increase the training returning board members receive on school finance by 50% and would increase the training new board members would receive on school finance by 100%. The Business Administrator would create new set of digital resources for understanding the monthly financial reports. At a board retreat, the Business Administrator will provide training on the all aspects of the finance portion of the regular business agenda in addition to a tutorial of the anatomy of a school budget.

ROLL CALL VOTE

| | B.C. | W.C. | S.D. | P.F. | J.G. | A.H. | J.J. | R.R. | J.V. |
|----------|------|------|------|------|------|------|------|------|------|
| – AYES – | X | X | X | X | | X | X | X | |
| – NOES – | | | | | | | | | |
| ABSTAIN | | | | | | | | | |

MOTION CARRIED

16. OTHER BUSINESS

On the motion of Mr. Fechhelm, seconded by Mr. Corbett, item 16.1 was moved:

16.1 BE IT RESOLVED that the Mendham Borough Board of Education appoints **Matthew J. Giacobbe** of the firm of Cleary, Giacobbe, Alfieri, Jacobs, LLC, 169 Ramapo Valley Rd., Upper Level 105, Oakland, N.J. as labor relations attorney for the Mendham Borough Board of Education at the hourly rate of \$160.00 for the 2017-2018 school year.

WHEREAS, there exists a need for legal services, and WHEREAS, the Public School Contracts Laws (N.J.S.A. 18A:18A-5) requires that a resolution authorizing the contracting of a Professional Service without competitive bids be adopted:

NOW, THEREFORE, BE IT RESOLVED by the Mendham Borough Board of Education that Cleary, Giacobbe, Alfieri, Jacobs, LLC be contracted as labor relations attorney for the Mendham Borough Board of Education, for the remainder of the 2017-2018 school year without competitive bidding as a Professional Service in accordance with 18A:18A-5 of the Public School Contracts Law.

ROLL CALL VOTE

| | B.C. | W.C. | S.D. | P.F. | J.G.. | A.H. | J.J. | R.R. | J.V. |
|----------|------|------|------|------|-------|------|------|------|------|
| – AYES – | X | X | X | X | | X | X | X | |
| – NOES – | | | | | | | | | |
| ABSTAIN | | | | | | | | | |

MOTION CARRIED

17. RECOGNIZE PUBLIC

While the Board respects the public's interest in voicing its questions, concerns or criticisms it may have regarding the conduct of the Board and/or its members, the Board wants to remind you that this privilege is not absolute, and statements that are disruptive, threatening, abusive, obscene, profane, irrelevant, overly lengthy or that interfere with the orderly process of the meeting will not be permitted. We remind everyone that there is no privilege or qualified privilege with regard to any statements that you make before the Board of Education. Accordingly, your comments may result in action by a third party.

18. ADJOURNMENT

TIME: 8:17

On the motion of Mr. Fechhelm, seconded by Mr. Jennings, item 18 was moved:

Motion to adjourn the meeting.

VOICE VOTE: AYES: 7 NOES: 0 ABSTAIN:0

Respectfully submitted,

James C. Rollo

Business Administrator/Board Secretary

Approved: