

TOWN OF BOONTON PUBLIC SCHOOLS  
436 Lathrop Avenue  
Boonton, NJ 07005  
August 13, 2018

**I. CALL TO ORDER**

A regular meeting of the Town of Boonton Board of Education was held on August 13, 2018, at Boonton Board of Education Annex Building, 436 Lathrop Avenue, Boonton, New Jersey, and was called to order at 7:32 pm by Ms. Linda Glosinski, Board President.

**II. OPEN PUBLIC MEETING**

Mr. Steven Gardberg, Board Secretary, read the following statement: This is the August 13, 2018, meeting of the Boonton Board of Education. Pursuant to Section 5 of the Open Public Meetings Act, adequate notice of this meeting was provided to the Daily Record and the Citizen, and also distributed to The Neighbor News, the Boonton Town Clerk, and posted at the Board of Education Building at 434 Lathrop Avenue, Boonton, New Jersey.

**III. ROLL CALL**

The members present at roll call were Mr. Chris Cartelli, Mrs. Jennifer Darling, Mrs. Elaine Doherty, Mr. Bob Ezzi, Mr. Joe Geslao, Mr. Jack Gibbons, Ms. Linda Glosinski, Mr. Patrick Joyce, Mrs. Irene LeFebvre and Mrs. Jennifer Shollenberger.

Also present were Mr. Robert Presuto, Superintendent and Mr. Steven Gardberg, School Business Administrator/Board Secretary.

**IV. EXECUTIVE SESSION**

On a motion by Mr. Cartelli and seconded by Mr. Geslao, the following motion was presented for approval to enter Executive Session at 7:34 pm. All present voted in favor.

**BE IT RESOLVED**, that the following portion of this meeting dealing with the following generally described matters shall not be open to the public: Personnel matters; Current or Potential Litigation; and Matters of Attorney/Client Privilege. **BE IT FURTHER RESOLVED**, that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when confidentiality is no longer required. **BE IT FURTHER RESOLVED**, that private consideration is deemed required and is permitted because of the following noted exceptions set forth in the Open Public Meetings Act: Would constitute an unwarranted invasion of individual privacy; Related to investigation of violations or possible violations of the law; Related to pending/anticipated litigation or contract negotiations in which the Public body is or may be a party; and Falls within the attorney-client privilege and confidentiality is required.

**ACTION WILL BE TAKEN**

Having no further business in closed executive session, at 8:00 pm a motion was made by Mrs. LeFebvre and seconded by Mrs. Darling to adjourn executive session and return to open session. All present voted in favor.

**V. PLEDGE OF ALLEGIANCE**

The Board reconvened in open session at 8:02 pm and led the Pledge of Allegiance. Approximately five members of the public were in attendance.

## **VI. CORRESPONDENCE**

None

## **VII. LIAISON REPORTS**

1. John Hill School (student representative): None
2. Boonton High School (student representative): None
3. Parent-Teacher Association (PTA) K-8: Justine Cirinelli commented on excess funds from STEM night.
4. Home School Association 9-12: None
5. Board of Aldermen Representative: Alderman Edina Renfro-Michel commented on the Town's monthly meeting schedule in July and August; upcoming presentation about toxicity of Town lands; Mr. Minter is not running for re-election; Trails Committee seeks input; efforts by Montclair State University professors to study the Slope.

## **VIII. CHANGE THE ORDER OF THE DAY**

On a motion by Mr. Cartelli and seconded by Mrs. Shollenberger and with all in favor, order of the day was approved.

## **IX. MINUTES**

No minutes were approved.

## **X. PUBLIC COMMENT ON AGENDA ITEMS**

None

## **XI. ITEMS FOR BOARD CONSIDERATION**

### **A. SUPERINTENDENT**

Mr. Presuto commented on attending the school safety specialist training; new legislation that requires daily recess for kindergarten through fifth grade; preschool expansion aid workshop; hiring for the new school year; and strong enrollment for Bridges to Learning programs.

### **B. ADMINISTRATION**

Mrs. LeFebvre commented on meeting earlier tonight and State meetings about PARCC.

### **PK8 Resolutions**

Approval of Admin PK8 resolutions #1-7 was moved by Mrs. LeFebvre and seconded by Mr. Cartelli. On roll call the resolutions were approved. YES: Mr. Cartelli, Mrs. Darling, Mrs. Doherty, Mr. Ezzi, Mr. Geslao, Ms. Glosinski, Mr. Joyce, Mrs. LeFebvre, Mrs. Shollenberger. NO: None. ABSTAIN: Mr. Gibbons. ABSENT: None.

1. Letter of Resignation: Upon the recommendation of the Chief School Administrator, the Board accepts a letter of resignation from Diane Dewland, Paraprofessional, effective July 30, 2018.

2. Enrichment Facilitator: Upon the recommendation of the Chief School Administrator, the Board approves Zachary Sabatino as Enrichment Facilitator, John Hill School, at a stipend of \$2,500 for the 2018-2019 school year.
3. Practicum Shadow Experience: Upon the recommendation of the Chief School Administrator, the Board approves Bianca DiFulco, Montclair State University, a practicum shadow experience for 60 hours from September – December 2018 under the supervision of Toni DeCotiis, pending receipt of criminal background.
4. Elementary Professional Development Plans: Upon the recommendation of the Chief School Administrator, the Board approves the Elementary Professional Development Plans for School Street School and John Hill School for the 2018-2019 school year as per the attached.
6. Revised Inclement Weather Job Description and Evaluation Instrument: Upon the recommendation of the Chief School Administrator, the Board approves the revised inclement weather job description and evaluation instrument, as per the attached.
7. Title I Summer Academic Support Program: Upon the recommendation of the Chief School Administrator, the Board approves Erika Faruolo-Jentzen for the Title I Summer Academic Support Program to be paid from ESEA Title I FY19 funds, effective August 13-17, 2018, at a rate of \$18.00 per hour, not to exceed a total of \$360, pending outcome of negotiations.
8. Tabled

**PK12 Resolutions**

Approval of Admin PK12 resolutions #1-19 (except #10) was moved by Mrs. LeFebvre and seconded by Mr. Geslao. On roll call the resolutions were approved. YES: Mr. Cartelli, Mrs. Darling, Mrs. Doherty, Mr. Ezzi, Mr. Geslao, Mr. Gibbons (except #19), Ms. Gloshinski, Mr. Joyce, Mrs. LeFebvre, Mrs. Shollenberger (except #2). NO: None. ABSTAIN: Mr. Gibbons on #19 and Mrs. Shollenberger on #2. ABSENT: None.

1. Substitute Rates of Pay: Upon the recommendation of the Chief School Administrator, the Board approves the following substitute rates of pay for the 2018-2019 school year:
 

|  |                   |
|--|-------------------|
| Teachers/Aides - County or State Certificate:    | \$ 94.00 per day  |
| Secretary:                                       | \$ 80.00 per day  |
| Nurse:   | \$125.00 per day  |
| Custodian:                                       | \$ 15.44 per hour |
| Maintenance:                                     | \$ 19.50 per hour |
| Bus Driver:                                      | \$ 22.00 per hour |
| Bus Driver holding tank & passenger endorsements | \$ 28.57 per hour |

2. Substitutes: Upon the recommendation of the Chief School Administrator, the Board approves the following substitutes for the 2018-2019 school year:

| LAST NAME     | FIRST NAME   | POSITION(S) APPROVED TO SUB      |
|---------------|--------------|----------------------------------|
| Abraham       | Rehana       | Teacher / Aide / Secretary       |
| Affinito      | Brianna      | Teacher / Aide                   |
| Anderson      | Samantha     | Teacher / Aide                   |
| Balaz         | Miki         | Teacher / Aide                   |
| Barth         | Suwanna      | Aide / Secretary                 |
| Colaku        | Medina       | Teacher / Aide / Secretary       |
| Davidove      | Gerald       | Teacher / Aide                   |
| Dearie        | Mariel       | Teacher / Aide                   |
| Donahue       | Rebecca      | Teacher / Aide                   |
| Eoga          | Adriane      | Aide / Secretary                 |
| Fominaya      | Natalie      | Teacher / Aide / Secretary       |
| Havran        | Ian          | Teacher / Aide                   |
| Hunter        | Janet        | Teacher / Aide                   |
| Hyka          | Diana        | Custodian                        |
| Kelly-Gingery | Marion       | Secretary                        |
| Kobilarcik*   | John         | Bus                              |
| Langlois      | Colleen      | Teacher / Aide / Secretary       |
| Leva          | Madelyn      | Teacher / Aide                   |
| Levy          | Joel         | Teacher / Aide                   |
| Long          | Janet        | Teacher / Aide / Secretary / Bus |
| LoRusso       | Susan        | Teacher / Aide                   |
| Madeka        | Linda        | Teacher / Aide                   |
| Manley        | Adrienne     | Teacher / Aide                   |
| Marsh         | Diane        | Teacher / Aide                   |
| McCollum      | Margaret     | Teacher / Aide                   |
| Minitier      | Kelly        | Teacher / Aide / Secretary       |
| Momen         | Rakib        | Teacher / Aide                   |
| Montgomery    | Daniel       | Teacher / Aide                   |
| Moore         | Amy          | Nurse                            |
| Ohlott        | Doreen       | Teacher / Aide / Secretary       |
| Olexsak       | Jennifer     | Teacher / Aide                   |
| Patterson     | Marie        | Teacher / Aide                   |
| Pawlikowski   | Deborah      | Teacher / Aide                   |
| Pennella      | Geradina     | Custodian                        |
| Potenza       | Gloria       | Teacher / Aide                   |
| Questa        | Nancy        | Teacher / Aide / Secretary       |
| Reminsky      | Dana         | Teacher / Aide                   |
| Robbiliard    | Matthew      | Custodian                        |
| Ryerson       | Ray          | Bus                              |
| Santangelo    | Vera         | Teacher / Aide                   |
| See           | Lynn (Joyce) | Nurse                            |
| Schlitt       | Brendon      | Teacher / Aide                   |

|               |           |                |
|---------------|-----------|----------------|
| Shollenberger | Eric      | Teacher / Aide |
| Stetz         | Geraldine | Secretary      |
| Strelkoff     | Tammi     | Teacher / Aide |
| Van Sadars    | Jennifer  | Teacher / Aide |
| Visioli       | Kevin     | Teacher / Aide |
| Yanez         | John      | Teacher / Aide |
| Young         | Stephanie | Teacher / Aide |
| Zak           | Jared     | Teacher / Aide |

\* Bus Driver holding tank and passenger endorsements

3. 2018-2019 District Goals: Upon the recommendation of the Chief School Administrator, the Board approves the 2018-2019 District Goals as follows:
  1. Student Achievement
    - a. Focus on use of data
    - b. Social-Emotional
    - c. Differentiation to focus on student needs
  2. Communication
    - a. More ways to get information out to other stakeholders
    - b. Articulating vision
  3. Improve attendance rate
  4. Online content management
  
4. 2018-2019 Board Goals: Upon the recommendation of the Chief School Administrator, the Board approves the 2018-2019 Board Goals as follows:
  1. Monthly updates/presentations
  2. Follow monthly Board responsibility calendar
  3. Continuously update and monitor the shared Board Google calendar
  4. Each Board member will attend at least one training opportunity other than mandated training
  5. Look at current committee structure
  
5. Approval of 6th Period Stipends for Certified Staff Members: Upon the recommendation of the Chief School Administrator, the Board of Education approves 6th period stipends for the following Boonton High School staff for the 2018-2019 school year, in the amount of \$4,500.00 each, pending outcome of negotiations, as per the Agreement Between the BEA and the Board of Education:
 

|                  |                 |                     |
|------------------|-----------------|---------------------|
| Gallagher, Bryan | Mafaro, Jason   | Engelberger, Devon  |
| Londino, Tina    | DiGennaro, Mark | Galle-Carey, Lauren |
| Greene, Sandy    | Voswinkel, Matt | Foster, Mary        |
| Oliveri, Jody    |                 |                     |
  
6. Detention Monitors: Upon the recommendation of the Chief School Administrator, the Board approves the following Detention Monitors at Boonton High School for the 2018-2019 school year at a rate of \$26.00 per hour, pending outcome of negotiations, as required, as per the BEA Agreement:
 

|          |               |                   |                |
|----------|---------------|-------------------|----------------|
| Ren, Ken | Masters, Alan | McBride, Michelle | Seegers, Sandy |
|----------|---------------|-------------------|----------------|

7. Revise Employment Contract of Central Office Staff Member: Upon the recommendation of the Chief School Administrator, the Board approves to revise the employment contract for Felicia Kicinski, Assistant to the Business Administrator, to Assistant Business Administrator, effective 8/14/2018, with no increase in salary.
  
8. Certified Staff: Upon the recommendation of the Chief School Administrator, the Board approves the following certified staff members at Boonton High School effective 9/1/2018 for the 2018-2019 school year:
 

Steven Barati to the position of Science Teacher at a salary of \$58,757 (Step 1 MA), pending outcome of negotiations, and

Maureen Merritt to the position of Special Education Teacher at a salary of \$57,463 (Step 5 BA/15), pending outcome of negotiations.
  
9. Summer Secretary Substitutes: Upon the recommendation of the Chief School Administrator, the Board approves Margaret McCollum and Brianna Affinito as summer substitute secretaries during July and August 2018,
  
10. Tabled
  
11. Mini Med Advisor Job Description: Upon the recommendation of the Chief School Administrator, the Board approves the Mini Med Advisor job description as per the attached.
  
12. Secondary Professional Development Plan: Upon the recommendation of the Chief School Administrator, the Board approves the Secondary Professional Development Plan for Boonton High School for the 2018-2019 school year as per the attached.
  
13. District Professional Development Plan: Upon the recommendation of the Chief School Administrator, the Board approves the Professional Development Plan for the District for the 2018-2019 school year as per the attached.
  
14. Coaches: Upon the recommendation of the Chief School Administrator, the Board approves the following coaches and stipends at BHS for the 2018-2019 school year, pending outcome of negotiations.

| <u>Coach</u>       | <u>Sport</u>               | <u>Step / Stipend</u> |          |
|--------------------|----------------------------|-----------------------|----------|
| Davidson, Robert   | Assistant Girls Basketball | 4                     | \$ 7,024 |
| Davidson, Robert   | Head Softball              | 4                     | \$10,376 |
| Greulich, Courtney | Assistant Softball         | 1                     | \$ 4,433 |
| London, Michael    | Head Boys Tennis           | 4                     | \$ 6,939 |
| Bongo, Robert      | Head Track & Field         | 4                     | \$10,376 |
| Nosal, Peter       | Assistant Track & Field    | 4                     | \$ 6,939 |
| Engelberger, Devon | Assistant Track & Field    | 4                     | \$ 6,939 |
| Sohl, Melanie      | Assistant Track & Field    | 4                     | \$ 6,939 |
| Hancock, Patrick   | Assistant Track & Field    | 3                     | \$ 5,768 |

15. Hours for Extracurricular Aide Services: Upon the recommendation of the Chief School Administrator, the Board approves a stipend of \$3,000 to be split equally by Lorraine Kiernan and Kathie Post to assist and supervise Student State ID# 5028089364-B, for the 2018-2019 Girls Soccer Season.
  
16. Hours for Extracurricular Aide Services: Upon the recommendation of the Chief School Administrator, the Board approves a stipend of \$3,000 for Al Bellini to assist, train and supervise Student State ID# 4879134120-B, as equipment manager, for the 2018-2019 Boys Soccer Season.
  
17. Extracurricular Aide Substitutes: Upon the recommendation of the Chief School Administrator, the Board approves the following extracurricular aide substitutes for the 2018-2019 fall sports season, at a rate of \$25 per hour:
 

|               |                   |
|---------------|-------------------|
| Ross, Rebecca | LaPointe, Gregory |
|---------------|-------------------|
  
18. Teen Advocacy Group: Upon the recommendation of the Chief School Administrator, the Board approves the following staff members to conduct the Boonton School District Teen Advocacy Group (TAG) during the 2018-2019 school year at JHS & BHS locations, to meet for a total of 25 events, up to 3 hours per event plus a one-time, one hour mentor training session, at a rate of \$30 per hour, at a total cost not to exceed \$4,700.
 

|                    |                |                  |
|--------------------|----------------|------------------|
| Coleman, Jennifer  | DeCotiis, Toni | Mauriello, Linda |
| Dieckmann, Rebecca | Schwalb, Robin | Bialick, Melissa |
  
19. Superintendent Merit Goal Bonus Payments: The Board approve the following Merit Goal payment to the Superintendent for completion of two 2017-2018 qualitative merit goals approved by the Board in November 2017 and approved for payment upon completion by the Morris County Superintendent of Schools in December 2017.

Qualitative Goal #1: The district successfully implemented Realtime’s Teacher Evaluation Component this year allowing us to centrally record and store our Danielson rubric scores (2.5% of base salary - \$4,090.00).

Qualitative Goal #2: All stated configuration changes are in place to occur in the 2018-2019 school year: 1st and 2nd grades will be housed at School Street School and all necessary modifications to both facility and schedules have been executed. Boonton High School is implementing a rotate/drop schedule for 2018-2019. Presentations were provided to the Board of Education and Community (2.5% of base salary - \$4,090.00).

**C. BUSINESS ADMINISTRATOR’S REPORT**

Mr. Gardberg commented on the Admin agenda item to revise the job title for Mrs. Kicinski to Asst. Business Administrator; and he reported on progress with the Safe Routes to School project, lunch account balances and purchasing from local businesses, including office furniture.

**D. OPERATIONS**

Mr. Geslao commented on progress with the Boonton HS fire restorative repairs, including change orders.

Approval of Operations resolutions #1-10 was moved by Mr. Geslao and seconded by Mrs. Darling. On roll call the resolutions were approved. YES: Mr. Cartelli, Mrs. Darling, Mrs. Doherty, Mr. Ezzi, Mr. Geslao, Mr. Gibbons, Ms. Glosinski, Mr. Joyce, Mrs. LeFebvre, Mrs. Shollenberger. NO: None. ABSTAIN: None. ABSENT: None.

1. Bills List: The Board approves the Bills List of August 13, 2018 for \$746,408.37
 

|              |              |
|--------------|--------------|
| 10 General   | \$744,704.19 |
| 60 Cafeteria | 1,270.14     |
| 61 Bridges   | 434.04       |
  
2. Check Register: The Board approves the check register of July 27, 2018, for \$104,752.52
 

|              |             |
|--------------|-------------|
| 10 General   | \$89,560.71 |
| 60 Cafeteria | 11,491.71   |
| 61 Bridges   | 3,700.00    |
  
3. Check Register: The Board approves the check register of August 7, 2018, for \$33,618.70.
 

|            |             |
|------------|-------------|
| 10 General | \$33,618.70 |
|------------|-------------|
  
4. Check Register: The Board approves the check register of August 10, 2018, for \$341,722.23.
 

|            |              |
|------------|--------------|
| 10 General | \$341,722.23 |
|------------|--------------|
  
5. Transfer Reports: The Board approves Transfer Reports for the month ending June 30, 2018.
  
6. Reports of the Board Secretary and Treasurer: The Board approves reports of the Board Secretary and Treasurer for the month ending June 30, 2018.
  
7. Payroll Related Expenses: The Board approves the following payroll expenses.

| Payroll Date | Amount       |
|--------------|--------------|
| 7/15/18      | \$225,609.32 |
| 7/30/18      | 220,850.92   |

8. Employee Travel and Related Expense Reimbursements: The Board approves these professional development expenses, in accordance with OMB Guidelines, State travel regulations and/or employee contracts.

| Name              | Date (s)                | Workshop / Conference              | Registration Fee Paid by BOE | Mileage/ Tolls / Other |
|-------------------|-------------------------|------------------------------------|------------------------------|------------------------|
| Coleman, Jennifer | 8/27/18                 | Legal One / Webinar – ABC’s of HIB | \$40.00                      | \$0.00                 |
| Coleman, Jennifer | 9/25/18<br>&<br>9/26/18 | Legal One: NJPSA – Anti-Bullying   | \$300.00                     | \$36.11                |

|                  |                         |                                     |          |         |
|------------------|-------------------------|-------------------------------------|----------|---------|
| Maier, Christine | 9/25/18<br>&<br>9/26/18 | Legal One: NJPSA –<br>Anti-Bullying | \$300.00 | \$36.11 |
|------------------|-------------------------|-------------------------------------|----------|---------|

9. Use of Facilities: The Board approves the use of District Facilities to organizations, provided all required documents are submitted:

USE OF FACILITIES  
8/13/2018

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| Permit #   | Requested by / Facility / Dates   |
|------------|---|
| 18/19-0006 | Grayhawks Football & Cheerleading – Practice & Games<br>9/9 – 11/11/2018<br>Practice Field Mondays – Thursdays (6:00 – 8:00 PM)<br>Turf Field – Games only (schedule to follow)<br>Will coordinate with Athletic Director ALL GAMES & PRACTICES |
| 18/19-0007 | Boonton Project Graduation Class of 2021 - Meetings<br>BHS - Library<br>9/11, 10/16, 11/13, 12/11/2018 (7:00 – 9:00 PM)<br>1/5, 2/12, 3/12, 4/9, 5/14, 6/11/2019 (7:00 – 9:00 PM)   |
| 18/19-0008 | Boonton PTA – Tricky Tray<br>John Hill School – Cafeteria, Gym, 1st floor Hallway, Music Suite<br>Friday 11/16, 2018 (3:30 – 9:00 PM)<br>Saturday 11/17, 2018 (4:00 – 11:00 PM)   |

**BHS/BMS TEAM SPORTS HAVE PRIORITY**

No activities on Days school is Closed

**Use of all gyms and fields are to be coordinated with Mr Hughen  
ABOVE PERMITS ARE PENDING BUILDING ADMINISTRATION  
FINAL APPROVAL AND RECEIPT OF DOCUMENTATION**

10. Change Orders for BHS Fire Restorative Project: The Board approves change orders for the Boonton High School Fire Restorative project, awarded on June 4, 2018, to Schleifer Construction, Whippany, NJ, as an emergency contract, per NJSA 18A:18A-7, in response to damage sustained at BHS.
- a. \$19,265.26: Code upgrades
  - b. \$25,297.35: Additional damage net of credits

**E. POLICY**

Mr. Cartelli commented on meeting earlier tonight about policies for first readings at the next Board meeting. There were no Policy motions to move.

## **F. REPORTS FROM BOARD REPRESENTATIVES**

1. HS Committee: Ms. Glosinski commented on scheduling future meetings.
2. Communications/Legislation: Mr. Presuto commented on DOE discussions about redistricting and regionalization, along with personnel changes at DOE.
3. ESC: No report
4. MCSBA: The 2018-2019 meeting schedule has been published.
5. NJSBA: Training schedule has been published.
6. DEAC: Mrs. Doherty commented on approval tonight of professional development plans.

## **XII. OPEN PUBLIC COMMENT**

Joanne Kondroski, 120 River Rd, commented on the Boonton HS softball coaching staff.

Tim Kondroski, 120 River Rd, commented on the Boonton HS softball coaching staff.

Edina Renfro-Michel, 210 Cornelia St, commented on communication from Boonton HS being late and uncoordinated among departments; and she asked about staffing of mental health professionals.

## **XIII. DISTRICT WIDE HIB REPORT**

None

## **XIV. OTHER BUSINESS OF THE BOARD**

Mr. Presuto commented on the administrative retreat, and Ms. Glosinski reminded the public about a special meeting for executive session scheduled for the next day.

## **XV. EXECUTIVE SESSION**

On a motion by Mrs. Doherty and seconded by Mrs. Shollenberger, the following motion was presented for approval to enter Executive Session at 8:58 pm. All present voted in favor.

**BE IT RESOLVED** that the following portion of this meeting dealing with the following generally described matters shall not be open to the public: Personnel matters; Current or Potential Litigation; and Matters of Attorney/Client Privilege. **BE IT FURTHER RESOLVED** that it is anticipated that the matters to be considered in private may be disclosed to the public at a later date when confidentiality is no longer required. **BE IT FURTHER RESOLVED** that private consideration is deemed required and is permitted because of the following noted exceptions set for the in the Open Public Meetings Act: Would constitute an unwarranted invasion of individual privacy; Related to investigation of violations or possible violations of the law; Related to pending/anticipated litigation or contract negotiations in which the Public body is or may be a party; and Falls within the attorney-client privilege and confidentiality is required.

NO ACTION BE TAKEN

Having no further business in closed executive session, a Motion was made by Mr. Cartelli and seconded by Mrs. LeFebvre to adjourn executive session at 9:46 pm and return to open session. All present voted in favor.

**XVI. ADJOURNMENT**

Having no further business before the Board, a motion was made by Mrs. Shollenberger and seconded by Mr. Ezzi to adjourn at 9:47 pm. All present voted in favor.

Respectfully Submitted,

Steven Gardberg  
Board Secretary

BOARD APPROVAL: